



# POSITION DESCRIPTION

<b>POSITION TITLE:</b> Teen Trip Counselor	<b>DEPARTMENT:</b> CAMP
<b>CLASSIFICATION:</b> Full-Time, Seasonal, Non-exempt	<b>REPORTS TO:</b> CAMP DIRECTOR

**DESCRIPTION SUMMARY:** Each member of the Camp JCC Staff team will create a safe and enjoyable environment for our campers and staff while maintaining the high-level quality programming associated with Camp JCC. The Teen Trip Counselor is responsible for their assigned group of teens with concern for their physical, emotional, and social well-being. The Teen Trip Counselor will transport the teens in the JCC's 10-passenger van to the area destinations, maintain positive & appropriate relationships with the teens, and be a positive role model with the camp values in mind. The hours of this position are Tuesday through Thursday, 9 hours/day.

## ESSENTIAL RESPONSIBILITIES FOR ALL CAMP STAFF:

- Participate in staff training prior to the beginning of the camp program
- Supervise the health, safety, and activity of campers
- **Never** leave a child or group unattended
- Accept additional duties requested by a Unit Head, Wellness Director, Camp Coordinator &/or Camp Director deemed necessary for the betterment of camp
- Always set an example for the campers and staff in actions, manners, language, etc.
- Know and model the values of camp and the JCC
- Fill out incident reports when appropriate and make sure they are turned in by 5:30 daily
- Follow all employment policies of the Siegel JCC, including but not limited to those detailed in the JCC Personnel Handbook

## ESSENTIAL RESPONSIBILITIES FOR TEEN TRIP COUNSELORS:

- Take full responsibility for the assigned teens
- Know each teen in group
- Be a positive, approachable resource for teens in your group
- Supervise the assigned teens throughout the camp day
- Participate in and supervise all day trips and/or late-night programs and/or special events for your group as necessary
- Work with other staff on special programs as needed
- Conduct daily morning meetings to set the teens up for daily success
- Collaborate with camp coordinator and camp director about on-campus activities for the teens
- Communicate with direct supervisor regularly about operations of camp procedures and quality of camp program
- Responsible for driving a 10-passenger van for trips

## QUALIFICATIONS:

- Must be at least 25 years old with a high school diploma or equivalent
- Must hold a valid US driver's license for a minimum of 5 years and have a clean driving record
- Previous experience as a camp counselor and/or have other work experience with teens
- Experience behaving as a role-model and acting level-headed around teens
- Ability to take direction clearly
- Ability to give direction clearly
- Jewish knowledge a plus



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## GENERAL SKILLS:

- Basic computer skills: Microsoft Office applications, including Word and Excel
- Must be able to email effectively, routinely, and enter time worked into our payroll app
- Must be organized and able to manage and prioritize multiple tasks, meet deadlines, and manage time independently
- Must be able to work as part of a team
- Must be able to take initiative to solve problems and be willing to seek assistance in solving problems
- Must be able to communicate well, in written communication and verbally
- Must be able to effectively and in a timely manner respond to requests from others
- Must be able to handle emergency and crisis situations
- Ability to physically stand, bend, squat, and lift to 35 pounds.

This position description is not intended to be all-inclusive but is intended to be a generalized description of the primary job responsibilities and expectations. Management may change the job responsibilities and expectations based on business requirements.

It is the continuing policy of the JCC to provide equal-opportunity employment to all employees and applicants without regard to race (including traits historically associated with race, such as hair texture and protective hairstyles including locks, braids, or twists), color, religion, sex, pregnancy, gender identity, sexual orientation, reproductive health decision, national origin, age (over 40), disability, genetic information, marital status, family responsibilities, past, current, or future military service, status as a volunteer emergency responder, status as a victim of domestic violence, sexual offense, or stalking, or any other categories protected by federal, state, or local law. Employment is decided based on qualifications, merit, and camp need. This position description is intended to comply with all known state and federal regulations and includes accommodation re-evaluations.

Revised 12/31/2025