



## Job Description

**Position Title:** Youth Camp Counselor  
**Position Supervisor:** Director of Member Services

**Job Number** 2023-38  
**Schedule:** Seasonal, Part-Time

**Supervisory Duties:** None

**Wage/Salary:** \$15 - \$20/hr  
DOE

**FLSA Status:** Non-Exempt

**Travel Req'd:** Up to 10% local

### Summary

We are looking for a Camp Counselor to supervise young campers and make sure they learn and have fun. Reports to the Director of Member Services. Answers phone calls and responds to email requests from members, guests, and co-workers. Communicates and presents in a professional manner. The Youth Camp Counselor must be dependable and reliable; attendance on each scheduled shift is expected. Depending on experience, this counselor may be selected as a Lead Counselor.

### Essential Duties & Responsibilities

- Greet and communicate with parents in a professional manner.
- Maintain oversight and supervision of campers/youth attendees, ensuring appropriate use of equipment and materials, and that safety and safety protocols are observed for the given activities.
- Lead recreational and educational activities (such as swimming, crafting, etc.).
- Provide knowledge and learning experiences for campers through games and explorations.
- Supervise activities, swimming, games, crafts, etc. as scheduled and during rest periods or down time.
- Chaperone and or transport kids to each location as appropriate/authorized.
- Assist campers as needed in visiting/locating restrooms.
- Assist with distributing meals and snacks.
- Set-up/tear-down of all activities and equipment for given activity; ensure cleanup of all activity sites is completed.
- Ensure the camping site is clean and that campers don't litter recreational areas or nature.

### *Lead Counselor – Additional duties*

- Create weekly or daily schedules considering campers' ages and interests.
- Plan outdoor activities or sports for groups of campers.
- Maintain camp schedule, ensuring campers are at the correct locations on time.
- Ensure availability of a handwashing station (fixed or portable) for daily activities.
- Maintain knowledge of all campers' allergies.
- Assist in resolving conflicts between campers, providing guidance on acceptable behavior. Escalate any continued or repeated behavioral concerns to the Director of Member Services for appropriate action.
- Maintain daily check-in/check-out sheets for each camper.
- Perform basic first aid as needed; seek emergency or professional care as appropriate and notify the Director of Member Services of need for these services.
- Keep accurate incident logs; provide reports/logs to Director of Member Services on regular schedule, identifying any concerns that may need to be addressed with parents.
- May assist with maintaining and updating camp registration forms.
- Perform other duties as assigned.



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### Minimum Education & Experience

- Preferred: High school diploma or equivalent.
- At least 4 months proven experience as youth camp counselor, childcare/early education provider, parks & recreation counselor, or similar role.
- Preferred: Experience as youth camp counselor, summer camp counselor, or similar role working with children under the age of 18.

### Knowledge, Skills & Abilities

- Ability to develop and maintain communications and relationships with parents and their children as it relates to the youth camp program.
- Knowledge of outdoor activities, i.e., camping, hiking, canoeing, or caving.
- Ability to demonstrate positivity, patience, organization, and effective communication.
- Ability to communicate effectively orally/verbally with diverse groups of individuals and age ranges.
- Ability to be flexible and adaptable in a highly fluid and dynamic environment.
- Ability to work with a team and interact with others in a professional and courteous manner.
- Ability to maintain the confidentiality of Stock Farm Club and member and guest information.
- Ability to maintain professionalism and image of the Stock Farm Club.
- Preferred: Prior successful employment with the Stock Farm Club in this or a related position.

### Additional Requirements & Documentation

- Must be able to pass background checks and motor vehicle record checks.
- Must be 25 years of age to transport campers and members or guests to comply with auto insurance policy.
- Must possess CPR and first-aid certification, or have the ability to obtain such certification, prior to start of youth camp (Club will provide certification training as needed).
- Must be able to work overtime and holidays as required; must be able to work additional weekday and early morning or evening hours as required.
- Must be able to work variable schedule to include last-minute scheduling needs/changes and working split shifts.
- Must be insurable by Club's auto insurance provider and possess a valid driver's license.

### Environmental & Physical Conditions

General physical activities. Work involves long periods of walking, standing, use of arms and legs, and movement of the entire body. Work includes running; hiking; climbing; lifting; balancing; walking; stooping; pulling and pushing; kneeling, and bending; and safely lifting and carrying items up to 50 pounds. Work involves walking on uneven and slippery surfaces. Must be able to perform physical activities of the camp schedule such as hiking, running, and carrying equipment/children.

*Stock Farm Club is an equal employment opportunity employer (EEO). The Club does not refuse employment or discriminate in compensation, or the other terms, conditions, and privileges of employment based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, political beliefs, genetic information, veteran's, LGBTQ, vaccine status or whether a person has an immunity passport status. The Club does not tolerate discrimination or harassment because a person is married to or associates with any of these protected groups.*