

## Summer Internship Job Description

### *Position: Lead Camp Counselor*

***Our Camp Counselor positions have the potential to serve as competitively paid internships that meet your course credit needs.***

First and foremost, your primary responsibilities will be as a Lead Camp Counselor. As an **Intern**, you will be expected to fulfill your regular daily job responsibilities and it will be up to you to complete your internship responsibilities and to ensure that they do not interfere with your work obligations. Contact your college advisor in advance and ask them if you can use your summer camp job as a practicum, internship or for other course credits. If Happy Camp's Summer Day Camp can meet your internship requirements, your field supervisor will oversee your course work. To receive credit, you must complete the course, practicum or internship per your college's parameters and complete your summer employment.

As a **Lead Camp Counselor**, you will be an active participant in all camp activities and will assist the Youth Program Coordinator with a variety of daily tasks, all with the goal of creating a memorable and meaningful camp experience for your campers. Our Counselors interact with our campers throughout the entire day, helping them make friends, try new things, and generally caring for their well-being. The role of a Counselor is to participate, build relationships and have fun while ensuring the physical and emotional safety of every child.

#### **Job Description and Responsibilities**

- Create a positive atmosphere and build trust and respect among Camp Counselors; act as an integral member of summer camp program team
- Provide supervision, instruction, and ongoing assistance to program staff, campers, and volunteers during programs; support and manage Camp Counselors, delegating tasks
- Assign/oversee staff tasks (set up/take down of equipment/supplies, etc.); supervise campers and implement assigned programs; complete/submit all required paperwork by set deadlines
- Responsible for assessing and making recommendations to the Youth Program Coordinator as to program equipment and supply needs; monitors safety of all aspects of program and campers
- Follow protocol regarding handling of behaviors and special needs; gives the Youth Program Coordinator input and feedback on effectiveness of behavior protocols
- Assist/participate in: administering behavior protocol as directed, administering all medical protocol as directed, verbal and physical assistance, and accomplishes all other tasks as directed
- Assist in the care, cleanliness, and security of the facility used by campers during the program
- Communicate all pertinent issues affecting programs to the Youth Program Coordinator (i.e. staff/client/parent/transportation issues/concerns, etc.), in a timely manner
- Responsible for implementing policies and procedures regarding facilities
- Participate in all required trainings and certifications in compliance with our standards
- Communicate clearly, honestly and respectfully with staff, campers, parents and volunteers
- Establish good rapport with families of the program campers as well as keeping them informed about concerns affecting the campers
- Create a nurturing, positive and professional environment while promoting program policies and procedures amongst staff, volunteers and community

## Lead Camp Counselor Qualifications

- Must be at least 21 years of age.
- Has the ability to work with minimal supervision.
- Possesses good leadership abilities and responsibility skills.
- Has enthusiasm for youth and youth activities
- Ability to lead others in a positive and enthusiastic manner that inspires them as Camp Counselors
- Ability to help children grow in character, experiences and insights
- Ability to guard the health and well-being of campers at all times
- Ability to inspire and lead Junior Camp Counselors (high school students) to fulfill their job requirements while supporting and uplifting campers.
- Capable of sustaining energy for participation in a full day's worth of activities
- Prior experience working with children
- Enthusiastic, Responsible, Dependable, Consistent, Level-Headed, Flexible, and Calm in all situations
- Currently enrolled in a college degree program
- CPR/First Aid Certified OR willing to become certified before the summer begins
- Pass Criminal Background Check/Fingerprinting prior to start of Summer Camp

## Benefits of Interning with Happy Camp Community Action's Summer Day Camp Program

- Build Critical Skills - You will gain skills sought after by employers such as creativity, problem solving, flexibility, collaboration, organization, planning and communication are just a few of the strengths you'll build throughout the summer.
- Networking Opportunities - You will build professional contacts with other staff and camp alumni. You'll have the opportunity to create connections that can provide a link to future internships and job opportunities in a variety of careers.
- Hands on Leadership Experience - You will supervise a group of campers, lead programs and positively influence the next generation. This is a hands-on leadership experience in which you will engage in active decision-making, behavior management, and team development.

*Our camp is located in the rural, mountain community Happy Camp, in far Northern California. Camp will run, tentatively, from June 26, 2023 to July 28, 2023 – the Lead Camp Counselor MUST be available for all 8 weeks to be eligible for the position.*

*The Lead Camp Counselor will receive a stipend for living expenses. \$800-850/week (DOE). Lodging Provided.*

**To apply:** Complete Internship Application, submit with Resume and Cover Letter to [summerdaycamp@happycampcc.org](mailto:summerdaycamp@happycampcc.org), please put "Lead Camp Counselor" in the subject line. Or applicants can mail their application packet to Summer Day Camp, Attn: Nikki Crocker, PO Box 201, Happy Camp, CA 96039.

***Deadline to Apply: April 28, 2023.***