

TITLE OF THE POSITION: Junior Counselor

TYPE OF JOB: Summer Program

DIVISION: Athletics and Extended Learning

JOB DESCRIPTION

Counselors spend most of the time engaged in activities with children, but they are also entrusted other administrative responsibilities. Counselors also serve as mentors and guides for Counselors-in-Training.

EDUCATION AND CERTIFICATION REQUIREMENTS

- Bilingual, English and Spanish
- Currently in Upper School

QUALIFICATIONS AND PREVIOUS EXPERIENCE REQUIRED

- Exceptional interpersonal skills
- Can establish trusting relationships with children and co-workers
- Committed and hard-working
- Effective problem-solving skills
- Positive, energetic and responsible.
- Must be punctual

DUTIES AND RESPONSIBILITIES

- Participate in the Camp Counselor training
- Help to design activities that are fun and educational
- Build team spirit and community Model exemplary ASF behavior
- Activities mentioned in this Job Description are not limited to the above, and the employee may be required to perform other related activities as assigned that will contribute to the success of their Area/Division.
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SUPERVISES:

No one.

EVALUATION

Reports to and is evaluated by Camp Coordinator

Shall be evaluated annually according to procedures established by school policy.

Authorized by:

Head of Division/Director of Area: _____
Human Capital: _____

Revised and Updated: February 7, 2013