

TITLE OF THE POSITION: Summer Program Senior Counselor

TYPE OF JOB: Summer Program

DIVISION: Athletics and Extended Learning

JOB DESCRIPTION

Senior Counselors are an integral part of the Summer Camp. They are responsible for serving as guides and mentors for Junior Counselors and Counselors-in-Training. Senior Counselors are expected to work during the entire duration of the summer. Senior counselors have worked before as counselors and have proven superior management and leadership qualities.

EDUCATION AND CERTIFICATION REQUIREMENTS

- Bilingual, Spanish and English
- Have worked in Summer Program in previous year.

QUALIFICATIONS AND PREVIOUS EXPERIENCE REQUIRED

- Exceptional interpersonal skills
- Proven management and leadership skills
- Committed and hard-working
- Effective problem-solving skills
- Punctual

DUTIES AND RESPONSIBILITIES

- Model exemplary ASF behavior.
- Participate in the Camp Counselor training
- Guide and mentor counselors and counselors-in-training.
- Responsible for planning and executing operational and administrative functions.
- Lead young students in Camp Activities.
- 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 Coordinators

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

Authorized by:

Revised and Updated: May4, 2015

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

Revised and Updated: _____

Authorized by:

Head of Division: _____
Heal of Area: _____
Executive Director: _____
Human Capital: _____