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**JOB DESCRIPTION: LEAD CAMP COUNSELOR (SEASONAL)**

The Lead Camp Counselor plays a key role in creating a safe, welcoming, and engaging environment for youth participating in PAC's Little Wrangler Day Camp. This position supports the planning and coordination of camp programs, oversees daily camp operations, and provides leadership to camp staff while ensuring campers have a fun, safe, and memorable experience. This is a seasonal hourly position and will work a varied schedule including mornings, afternoons, and occasional extended program hours.

**Supervised By:** Recreation Supervisor and Recreation Manager

**Supervises:** Camp Counselors and Program Assistants

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**ESSENTIAL JOB DUTIES:**

- **Camper Engagement & Leadership (Commitment, Quality)**
    - a) Provides active supervision of campers during the program to ensure safety and positive participation.
    - b) Builds authentic connections with campers by offering encouragement, guidance, and support.
    - c) Creates an inclusive and welcoming environment where all campers feel respected and engaged.
    - d) Models positive behavior, teamwork, and respect in all camper interactions.
  - **Program & Activity Support (Commitment, Creativity, Quality)**
    - a) Oversees daily operations of the Little Wrangler Day Camp program.
    - b) Plans, organizes, and leads age-appropriate camp activities including arts and crafts, sports, games, and group recreation.
    - c) Coordinates guest speakers, special activities, and off-site field trips with community partners.
    - d) Prepares activity spaces by gathering supplies, organizing materials, and supporting program logistics.
    - e) Maintains daily participant records, attendance logs, and program documentation.
  - **Safety, Supervision & Operations (Quality, Consistency)**
    - a) Maintains active supervision of campers at all times, prioritizing safety in all camp activities.
    - b) Enforces camp and facility rules consistently and respectfully.
    - c) Provides first aid following prescribed procedures and contacts emergency medical personnel when necessary.
    - d) Reports incidents, accidents, behavior concerns, or camper or parent complaints to leadership promptly.
  - **Facility, Equipment & Camp Support (Commitment, Consistency)**
    - a) Cleans and maintains activity areas, camp spaces, and equipment throughout the day.
    - b) Assists with organizing, inventorying, and preparing camp supplies and materials.
    - c) Assists in transporting campers during approved off-site field trips when required.
    - d) Uses downtime productively by cleaning, organizing, and planning camp operations.
  - **Staff Leadership & Team Support (Commitment, Creativity, Consistency)**
    - a) Provides day-to-day leadership, guidance, and support to camp counselors.
    - b) Communicates proactively with coworkers, parents/guardians, and leadership regarding camper needs, safety concerns, and program updates.
    - c) Attends required staff meetings, trainings, and seasonal orientation.
    - d) Holds self and others to shared expectations that strengthen teamwork and accountability.
  - **Other**
    - a) Performs additional duties as assigned to support PAC's mission.
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**QUALIFICATIONS:**

- Education: High school diploma, or equivalent.
  - Must be 18 years of age (21+ preferred for positions with driving responsibilities).
  - Previous experience working with children is preferred.
  - CPR/First Aid Certification (or ability to obtain within 14 days).
  - Must pass background checks (criminal and motor vehicle, if applicable) and any required drug screenings.
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**ABILITIES & WORK EXPECTATIONS:**

- Demonstrates strong leadership, responsibility, and positive energy when working with youth and staff. (Commitment)
- Communicates clearly and professionally with campers, parents, staff, and leadership. (Commitment)
- Uses sound judgment and problem-solving skills to support campers and staff in a dynamic environment. (Creativity, Quality)
- Maintains consistency in supervision, safety practices, and rule enforcement. (Consistency)
- Adapts activities and plans to meet camper needs and respond to changing situations. (Creativity, Quality)

**PHYSICAL REQUIREMENTS:**

- Able to actively participate in games, sports, and recreation activities, maintain energy and attentive supervision of campers for extended periods, spend significant time outdoors in a variety of weather conditions, and stand, walk, run, bike, and remain physically active for prolonged periods.

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**ACKNOWLEDGEMENT:**

This job description is not intended to be an exhaustive list of duties. Responsibilities may change at any time to meet organizational needs.

The employee signature below acknowledges the employee's understanding of the requirements, essential functions, and expectations of the position and affirms their ability to perform the essential functions, with or without reasonable accommodation.

Employee \_\_\_\_\_

Date \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

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