



Elizabethan Gardens Summer Camp Counselor Position

Job Description

The Summer Camp Counselor is a supporting role, assisting with camp activities while developing positive relationships with campers, parents, and other staff members. The Camp Counselor instructs and supervises children in a variety of educational programs including planting activities, sports and games, hiking trips, and arts and crafts. The Counselor is expected to serve as an appropriate role model for the children at camp. Aside from leading children through activities, this position will also be responsible for the safety and well-being of campers.

This is a grant-funded position, starting Monday, June 12th, 2023 and ending Friday, August 4th, 2023. Start times are flexible. Hourly at \$15.00/hr. for 32 hours per week.

Duties and Responsibilities

1. Assist the Programs Manager with a variety of tasks including, but not limited to, setting up educational activities, participating in recreation games, arts and crafts, sports, and other camp activities.
2. Maintains the organization and cleanliness of all camp and education supplies and facilities.
3. Assists with camper drop-off and pick-up.
4. Directs and instructs campers on games and activities and interacts with children daily.
5. Enforces camp rules and regulations and ensures campers are safe.
6. Immediately reports and documents behavior or medical incidents and disciplinary issues.
7. Follows all Camp Discovery and Gardens procedures regarding safety, communication, cleanliness, disciplinary actions, and other employee policies.
8. Communicates appropriately with parents/guardians regarding their children during pick-up and drop-off, and at other times.
9. Works with other Gardens' staff to ensure quality programs, facilities, and good guest experience.
10. Performs first aid following procedures and contacts emergency medical personnel when required by the situation.
11. Performs other duties as assigned.

Required Skills and Qualifications:

1. Must be 16 years or older.
2. Minimum of high school diploma or GED equivalent, or actively enrolled in school program.
3. Experience working with children and the public.
4. Excellent leadership and communication skills.
5. High level of responsibility, patience, and accountability.
6. Must be able to pass a background and reference checks.
7. Ability to manage and instruct a large group of children or other guests at any given time.
8. Engaging, friendly, and positive personality.
9. Ability to multi-task while ensuring safety of children during activities.

10. First Aid and CPR certified or willingness to obtain certification while employed at the Gardens.

Physical Requirements:

1. Must be able to carry or lift 25 lbs. or more.
2. Ability to participate in high energy activities for extended periods of time, in all weather conditions.
3. Must be comfortable around water and able to swim.

How to Apply:

Email resume, 3 references with contact information, and interest letter to Laura Hensley, Programs Manager, at programsmanager@elizabethangardens.org or contact 252-473-3234 ex. 102 for questions.