



**Position Title:** Summer Camp Counselor

**Reports To:** Camp Director

**Work Location:** In person, Scarborough, Maine

**Job Type:** Full Time, Seasonal, 37-40 hours per week

**Work Schedule:** Monday-Friday, day shift

### **Job Summary**

Do you love working with kids? Are you passionate about making a difference in the lives of youth? Do you want to work outdoors all summer-long? Do you want to develop your leadership skills and gain valuable training and experience in the field of outdoor education? This may be the perfect job for you! At Camp Ketcha we hire over 100 Summer Camp staff to lead our students and our programs in our dynamic day camp set on 107 acres of fields, woods, marsh and wetlands in Scarborough, Maine. Summer Camp Counselors are responsible for supervising campers and ensuring their safety, development, growth, skill achievements, and general well-being during the camp day. Summer Camp Counselors must be able to complete First Aid, CPR, AED training and certification before starting work. Senior Counselors must be over the age of 18 and Junior Counselors must be over the age of 16. Assistant Counselors can start at age 15 with a workers permit and must have completed the Ketcha CIT program or similar Counselor In Training program.

### **Responsibilities**

- Constant supervision of all campers in your care.
- Maintain risk management and safety awareness at all times.
- Ensure all campers daily needs are met: sunscreen, bug spray, water, lunch, and snack.
- Demonstrate sound judgement and establish a nurturing atmosphere in which campers feel safe, engaged, and included.
- Communicate with all campers, staff, and families in a positive and respectful manner.
- Ensure campers adhere to age appropriate camp expectations and behavior guidelines.
- Address behavior issues as trained in a timely manner and seek assistance from Head Staff when needed.
- Support, encourage, and model participation in all activities for campers.
- Communicate with program staff if concerns or issues arise.
- Assist with program staff in cleaning up after program area activities.
- Swim with campers daily, assist with swim lessons as directed by the Waterfront Staff.
- Complete all assigned cleaning tasks and actively uphold shared responsibility for keeping all program spaces clean and ready for use.
- Other duties as assigned:
  - Summer camp is a collaborative and fast paced environment that requires flexibility and the ability to lend a hand wherever needed. Other duties as assigned may include, but are not limited to, daily cleaning tasks, working with various age groups, positions, camps, or programs including our childcare programming. All summer staff will be expected to demonstrate flexibility to ensure our summer programming runs as smoothly as possible.

### **Required Job Qualifications**

- Excellent verbal and written communication skills
- Ability to coordinate multiple tasks in an organized way
- High Degree of flexibility and dependability
- Commitment to Ketcha Outdoors' mission, vision, and values
- Detail oriented, ability to work independently, multi-task, and enjoys interfacing with other staff at all levels
- Ability to ensure safety for yourself and all program participants
- High degree of personal integrity and professional conduct

- High degree of flexibility and dependability
- Mandated Reporter Training (to be updated every 3 years)
- Comfort in front of large groups of people
- Focus on risk management and safety

#### **Preferred Job Qualifications**

- CPR/First Aid Certificate (to be updated every 2 years)
- High School Diploma or GED Certificate
- Experience working with children and youth
- Basic computer literacy skills including word processing and emailing

#### **Essential Job Functions**

- This position belongs to a class of employees referred to as Essential Personnel. Essential personnel are those needed on site to meet the needs of our camper and general camp operations. Essential personnel must report to work during their regularly scheduled hours, unless directed otherwise by a supervisor.

#### **General Work Environment and Physical Demands**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to be able to pass a Complete Background Check including the National Sex Offender Registry and work outdoors for long periods of time and in light rain, heat or cold. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; run; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance, stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate. This position is subject to a number of inherent risks associated with farm activities. There is a potential exposure to danger of animals.

#### **Compensation starting at:**

**Assistant Counselor:** \$15.50

**Junior Counselor:** \$16.00

**Senior Counselor:** \$17.00

#### **To Apply**

Please complete the online application found on [ketchaoutdoors.org/summer-camp-positions](http://ketchaoutdoors.org/summer-camp-positions) or by emailing your resume to [jobs@ketchaoutdoors.org](mailto:jobs@ketchaoutdoors.org)

*At Ketcha Outdoors, not only do we embrace and celebrate the diversity of our families and participants, but we also strive for the same in our employees. At Ketcha Outdoors, we are committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. We are proud to be an equal opportunity workplace.*

**If you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. There is no such thing as a "perfect" candidate, Ketcha is a place where everyone has opportunity.**