



Teen Program Summer Camp Counsellor Job Description

About Kennedy Heights

The mission of the Kennedy Heights Community Center is to create a community support network for low to moderate income families; increase available resources and programs to improve the lives of residents and to develop and present social, educational, recreational and cultural programs for children, youth and adults.

Position Summary (0.5 FTE)- 20 Hours/Week

The Teen Summer Camp Counselor supports the Teen Program Coordinator and the Executive Director in creating a safe, nurturing environment and planning recreational and educational programming for youth Ages 11-18 in summer camp programs. **We are specifically looking to hire a male teacher and a person of color** to help meet our community's needs.

Job Responsibilities

Basic Requirements

- First Aid/CPR–We can provide and pay for it
- A clean driver's License
- Be the age of 21 or older
- Ability to drive a 15 passenger van
- Ability to work as part of a team (works well with others, collaboration, clear communication)
- Enter hours for payroll
- Utilize Google Workspace tools like Gmail, Google Drive, Google Calendar, Google Docs and Sheets (training provided)

Direct Programming

Program Development

- In conjunction with the Teen Program Coordinator and the Executive Director, develop and explore creative and innovative programs, activities and games and some educational programming in accordance with funding source contracts, including (but not limited to) the middle/high school.
- Work with the program coordinator to develop a plan for the summer camp; help develop plans to carry out the overall program.
- Keep the program coordinator informed about any changes in plans or problems encountered.

Prep & Clean-up

- Make preparations for programming a day in advance.
- Sanitize tables, kitchen, supplies and dishes for all elementary programs before and after use.
- Set up the day's activities for all Elementary programs.
- Preheat a meal for elementary and youth.

Programming

- Maintain a quality Teen program which will increase the social, emotional and cognitive skills of participating youth.
- Encourage the love of outdoor play, as we spend most of our time outdoors in the summer
- Work with the youth in a recreational and educational setting utilizing arts and crafts; health and nutrition; music and games; drama and dance; group games; recreational activities; educational activities; and educational computer games.
- Provide enrichment and stimulation to the youth to assist their development.
- Plan and implement daily activities and group experience for the youth.
- Assist in meeting the youth where they are at physically, emotionally, socially and intellectually.
- Help create a safe and interesting environment.
- Use positive discipline in working with youth.
- Help assemble and distribute meals as needed.
- Will assist with swimming activities, the ability to swim is a much needed skill as we spend a lot of time around bodies of water during the summer.
- Drive teens on field trips around Madison and surrounding areas at least twice per week during summer.

Documentation

- Maintain documentation of daily activities and all records and files related to Teen programs in accordance with reporting requirements.

Parent & Family Support

- As a Camp Counselor you will interact with camper and parents from a diverse background
- Provide modeling, education and resources for parents to enable them to ensure their children's successful development.

Relationship Building

- Assist the Teen Program Coordinator and the Executive Director in assessing the needs of children, adults, families and the community.

Facility and vehicles

- Report any facility damage to the Teen Program Coordinator and Executive Director.
- Complete vehicle checklist before and after usage.
- Clean the vehicle after each use.