



3700 Burgundy Road • Alexandria, VA 22303 • 703-842-0477

ASSISTANT COUNSELOR • POSITION DESCRIPTION

Mission:

Burgundy Farm Summer Day Camp is committed to providing a safe, nurturing, and inclusive environment where children can take ownership of their camp experience, confidently be themselves, enjoy and respect the natural world, and have fun. Burgundy feels that a positive summer camp experience is critical for all children as they grow their social and emotional skills, make and maintain relationships, accept and meet new challenges, and better understand who they are and who they want to be.

Burgundy Farm Summer Day Camp believes that summers should be fun, exciting, and nurturing! The Burgundy Summer Day Camp experience spurs children's social and intellectual development and encourages personal growth and confidence. At Burgundy, through shared experiences in a caring and inclusive camp community, in a beautiful natural camp setting, children are respected and appreciated for who they are. Led by a warm and professional staff, campers learn to communicate, problem solve, empathize, care for the natural world, and most importantly, play and enjoy themselves.

General Function:

Under the direct supervision of the Lead Counselor, Camp Administration, and the Camp Director, the Assistant Counselor will help create a welcoming and supportive day camp environment for Burgundy Farm Summer Day Camp campers so that they may enjoy their camp experience, have fun, and be successful. The Assistant Counselor will help develop, implement, and supervise age-appropriate educational and recreational activities that support our campers physically, mentally and emotionally. The Assistant Counselor will also help mentor and guide any Junior Counselors they work with.

Start Date: June 10, 2024

End Date: August 9, 2024

Schedule: Seasonal, Full-time, Monday through Friday, 7:30am – 4:30pm

**Some programs may require arriving earlier or leaving later*

Salary: competitive hourly wage

Responsibilities include, but are not limited to:

- A.** Work as a productive member of a team of counselors;
- B.** Help create and provide a positive, nurturing, supportive, and caring environment for all Burgundy Farm Summer Day Camp campers so that they may succeed and achieve;
- C.** Adhere to all policies and procedures as set forth by the Camp Director and the Camp Administration;
- D.** Exert a positive influence and model appropriate behavior for all campers, CIT's, and Junior Counselors;
- E.** Assist with planning, preparing, implementing, and supervising all activities;
- F.** Help lead organized activities for campers to develop and strengthen their physical and social skills while having fun;
- G.** Help monitor and supervise all campers enrolled in the Burgundy Farm Summer Day Camp, specifically in your assigned camp group, during all aspects of the day to create a safe, secure, and positive environment;
- H.** Support the appropriate and effective classroom management techniques used by the Lead Counselors in accordance with the practices of Burgundy Farm Summer Day Camp;
- I.** Participate in the cleaning and maintaining of all facilities and equipment, including daily opening and closing duties;
- J.** Constantly inspect the camp classroom, surrounding area, and equipment for potential safety hazards or concerns, reporting all issues to the Lead Counselor and following through with appropriate corrective action;
- K.** Interact professionally and appropriately with all campers, parents, and camp staff, maintaining a high level of communication with all members of the Burgundy Farm Summer Day Camp community;
- L.** Participate in weekly Burgundy Farm Summer Day Camp staff meetings and ongoing professional development opportunities;
- M.** Comply with Burgundy Farm Summer Day Camp policies and procedures and at all times represent the Burgundy Farm Summer Day Camp program and the camp in a positive and professional manner;
- N.** Other duties and responsibilities as assigned by the Lead Counselor, Camp Administration, and the Camp Director.

The qualified candidate will:

- Be at least 16 years of age
- Have meaningful experience working with children, including summer camp experience

- Have a strong commitment to education and the betterment of young children
- Have strong communication, organization, and team-building skills
- Have a desire to learn and grow as a camp counselor and educator
- Be First Aid and CPR/AED certified (not mandatory, but helpful)

You are expected to help the Lead and Junior Counselors in all the supervisory and program activities. You will be an active member of your counselor team and work with the Junior Counselor to support the Lead Counselor.. We expect you to provide a model of behavior for the campers regarding proper language, attitude, adherence to rules and respect for the environment. Safety and direct supervision of the children are two important aspects of your position.

- Be on campus every day at 7:30 AM. Be ready for arrival by 7:45 AM on the first day of each session and 8:00 AM all other days
- Help with program design and implementation
- Actively work with children
- Assist in daily clean up
- Attend all Staff Meetings
- Attend group and division meetings as scheduled
- Attend orientation and training both pre camp and during camp

I have read and understand my job as described:

Signature_____Date_____