



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

LEAD 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 Camp Administration and the Camp Director, the Lead 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 Lead Counselor will develop, implement, and supervise age-appropriate educational and recreational activities that support our campers physically, mentally and emotionally. The Lead Counselor will also guide and mentor any Assistant and Junior Counselors they work with, as well as any CIT's assigned to their camp.

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 both a leader and a productive member of a team of counselors;
- B.** 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, Assistant Counselors, and Junior Counselors;
- E.** Plan, prepare, implement, and supervise all activities;
- F.** Lead organized activities for campers to develop and strengthen their physical and social skills while having fun;
- G.** 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.** Implement appropriate and effective classroom management techniques 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 Camp Administration and Camp Director, 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.** Maintain camp group seesaw account by posting quality photos and videos at least 5 times a day.
- O.** Other duties and responsibilities as assigned by the Camp Administration and the Camp Director.

The qualified candidate will:

- Be at least 18 years of age and a high school graduate (or GED)

- Have meaningful experience working with children, including substantial 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 supervise the Junior and Assistant Counselors in all the program activities. You will be an active leader of your counselor team. 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, direct supervision of the children, and leading your counselor staff are the main aspects of your position.

- Be on campus by 7:30 AM each day. 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 _____