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www.MaconCountyConservation.org

Job Title: Lead Summer Camp Counselor

Department: Program Services

Reports To: Senior Program Naturalist (Summer Camp Director)

Position Status: Full-Time/Non-Exempt

Summary: Under direction of the Summer Camp Director, the Lead Summer Camp Counselor assists with coordinating, planning, and leading the Earth Adventures and Adventure Club summer camps for the Macon County Conservation District, including overseeing staff, ensuring the safety of campers, and performing administrative duties to support the camps. This position is located primarily at Rock Springs Conservation Area with two days off-site each week.

Hours: This position has an expected seasonal term of mid-to-late-May through July, and will have a Monday-Friday schedule at up to 40 hours per week.

Required Qualifications:

- High school diploma or GED
- Must meet a minimum age requirement (21 for bus/van drivers, 18 for all other vehicles), have driving experience, and have a good driving record that meets or exceeds agency standards
- CPR/AED/First Aid certified or capacity to receive within 3 months of hire (training may be provided)
- Complete a successful background check and drug screening
- Strong swimming ability and comfort in and around water
- Problem-solving and communication skills
- Ability to spend majority of time outdoors in varying weather conditions and on uneven terrain

Preferred Qualifications:

- Graduation from, or current enrollment in a biology, wildlife, ecology, zoology, history, museum, education, or other relevant program at an accredited college or university
- Experience working with children, whether in a camp, youth program, recreation, or a related field
- Experience supervising others

Key Responsibilities:

- Work with the Summer Camp Director to coordinate and implement the [Earth Adventures](#) and [Adventure Club](#) summer camp programs.
- Prepare and implement educational materials for the program.
- Lead youth on outdoor and indoor environmental and historical activities following a daily schedule, with the ability to be flexible and adapt as needed.
- Assist with the supervision and support of camp counselors, and maintain an open line of communication with the Summer Camp Director and Director of Program Services, reporting any and all incidents, accidents, and hazards as soon as possible.
- Safely transport campers to off-site field trip locations in a passenger van, following all Rules of the Road and District safety and transportation policies and procedures.

- Conduct yourself in a safe manner and promote a safe work environment, as well as overseeing the safety of counselors, campers, and volunteers.
- Maintain a high level of dependability, including following instructions, responding to management direction, taking responsibility for own actions, and completing tasks on time.
- Establish and maintain a professional relationship with campers' parents, campers, staff, and volunteers.
- Maintain program records, including participant waivers, attendance logs, and sign in/out sheets.
- Develop weekly correspondence with camp families, including a weekly email and flyer/schedule.
- Administer First Aid if necessary, in accordance with the District's Communicable Disease policy.
- Perform other duties as required or assigned which are reasonably within the scope of the duties described above.

Marginal Functions:

- Supervises volunteers who help with camps.
- Must be capable of working independently.
- Occasionally may assist with programs other than summer camp.

Psychological Considerations:

- Must be capable of working with children and general population in public areas.
- May need to resolve differences between counselors, campers, parents, and/or volunteers.

Physiological Considerations:

- Must be able to lift up to 25 pounds.
- Ability to stand, walk, and sit.

Environmental Considerations:

- Exposed to various weather conditions including rain and extreme heat.
- May be exposed to insects and other wildlife.
- Indoor environmental considerations include those typical of an office.

Cognitive Considerations:

- Must be able to understand written and verbal instructions
- Must be able to solve practical problems
- Must use good safety awareness and judgment
- May be required to respond to emergencies

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.