



# Employment Opportunity

## CampCo Day Camps, Inc.

### SUMMER DAY CAMP COUNSELOR

@ Lake Mission Viejo &/or Lake Forest Sun & Sail Club

**\$18.50/hour**

**Seasonal/Temporary**

CampCo Day Camps, Inc. is looking for energetic, responsible, outgoing & fun-loving Summer Day Camp Counselors to help create an unforgettable summer for our campers AND themselves! CampCo Counselors participate in an excellent training program to learn how to lead games, sports, arts & crafts, swim time, fishing, boating, song time & more while keeping campers safe, happy & smiling. Our summer staff work as part of a supportive team, build leadership & communication skills, make memories & friendships that last way beyond summer, all while making a real difference in kids' lives. Are you one of the fun & hard-working people we are looking for?

#### **Primary Function:**

Camp Counselors supervise & lead activities for groups of children ages 3½ - 12 years at a summer day camp under direct or remote supervision from the Site Director, Assistant Site Director or other Manager.

#### **Examples of Duties:**

- Lead & supervise an assigned group of 8-12 campers in games, crafts, learning activities, songs, skits, fishing (LF only), boating (LMVA only), swim time, etc... following the pre-planned Camp Activities Packet & camp schedule.
- Work as a team with other counselors to lead large-group introductions, swim time, songs, dance, games & special activities.
- Create a safe, fun, positive, active & memorable summer for campers.
- Assist with daily set-up & clean-up of camp including tables, chairs, learning centers, games, fishing equipment, canopies, snack bar & other items. Assist with monitoring of facility cleanliness, inventory & upkeep of camp supplies/equipment.
- Handle emergency or unexpected situations. Use first aid skills, when necessary.
- Assist Management with various duties. Perform other duties as assigned.

#### **Work Hours-Summer:**

During the Summer, most staff work Mondays – Fridays for 30-40 or more hours per week. Camp usually runs for 10-11 weeks with trainings scheduled on various dates a few weeks prior to the start-date of camp. We ask that staff have availability to work through the full season with limited weekday time-off requests.

During the Summer, examples of shifts may be:

Monday – Friday, 7:30am-4:15pm

Monday – Friday, 9am-6:15pm

Varied shifts of approximately 8-hours between 7:30am-6:15pm

Varied weekdays, 7:30am-1:15pm or 1pm – 6:15pm or 10am-1:30pm or similar shifts

**Experience/Training Required:**

- Minimum age of 16 years old & completion of 10<sup>th</sup> grade for Lake Forest Summer Camps.
- Minimum age of 18 years old for Lake Mission Viejo Summer Camps (with occasional age exceptions).
- Work/volunteer experience with children, in a recreation program, camp, school, childcare or similar.
- Some college &/or high school courses in child development or similar field, preferred but not required.
- Mandatory participation at Staff Training dates as posted on our website.

**Licenses/Certificates/Other Requirements:**

- Current American Red Cross First Aid & C.P.R. certificates, or to be obtained prior to the deadline listed on our website. Must be valid throughout the season of hire.
- Reliable & timely transportation to & from the job site.

**Knowledge of:**

- Age-appropriate indoor & outdoor crafts, games, swimming pool/water activities & educational activities (or the ability to acquire the knowledge at staff trainings).
- English usage, reading, writing, grammar, punctuation, spelling, etc...
- Principles of public relations & customer service.
- Appropriate safety precautions & procedures.
- Basic computer/cell phone app skills.

**Ability To:**

- Work independently & as a team with coworkers in a positive manner.
- Be patient, helpful, flexible & caring with children, coworkers & management. Be flexible to meet the needs of the campers & organization.
- Encourage positive camper behaviors through role modeling & positive discipline. Enforce rules in a positive, professional manner & take appropriate action when necessary.
- Follow a planned schedule of activities & stay on schedule.
- Provide outstanding customer service.
- Utilize good judgment in analyzing situations carefully & adopting effective courses of action.
- Maintain cooperative working relationships with staff, participants, clients & the community.
- Ensure safety of personnel & participants. Understand safety issues; respond to critical incidents & act swiftly in emergency situations.
- Have a fun attitude & enjoy being a little silly!

**Physical Demands**

The physical demands 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. While performing the duties of this job, the employee is frequently required to walk, stand, sit, swim, wade, talk or hear. The employee is required to use hands to finger, handle, feel or operate objects, tools, or controls; & reach with hands & arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift &/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, & the ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee works in outside weather conditions. The employee will be exposed to a variety of types of weather & environments which may include, but not limited to, heat, humidity, wet/rain, cool/cold conditions. The noise level in the work environment ranges from quiet to moderately loud (camp songs, cheering, music playing & similar).

## **Special Notice:**

CampCo recruits & hires without regard to race, color, religion, sex (including pregnancy, gender identity, & sexual orientation), national origin, age (40 or older), disability or genetic information. The Immigration Reform & Control Act of 1986 requires that you must be a U.S. citizen, or an alien lawfully authorized to work in the United States to be eligible for hire. This job bulletin does not constitute an exceptional or implied contract & provisions contained herein may be modified or revoked at any time without prior notice or agreement. CampCo drug-free workplace, & complies with Federal Law; therefore, CampCo prohibits the use of all illegal drugs by employees & prospective workers.

## **Application Procedure/Selection Process:**

**Applications open on February 28 & will be accepted on an on-going basis until the positions are filled.** Individuals wishing to apply must complete a CampCo Job Application which may be accessed on the employment section of our website: [www.CampcoDayCamps.com](http://www.CampcoDayCamps.com), "Our Team," "Join Our Team" page.

Applicants are required to make a CampCo UltraCamp account as a part of the application process. Resumes will not be accepted in lieu of a completed application, but are welcome in to be emailed separately, in addition to an application.

Applications will be screened & applicants possessing the most desirable qualifications will be invited to participate in a Zoom/Facetime first interview with CampCo management. Applicants who are invited to move forward to the second phase of the interview process will participate in an in-person Group Activity. For some positions, a questionnaire/exam may be required as a part of the interview process. Prospective candidates who receive an offer of conditional employment, must be legally authorized to work in the United States and able to provide required, original documentation (List A, B, or C) to complete the Form I-9, Employment Eligibility Verification and prospective candidates must successfully complete a thorough background check, which may include drug screen & fingerprinting.

## **Information about CampCo Day Camps Inc.**

CampCo Day Camps started as a sole-proprietorship in 1998 & incorporated in 2023. CampCo provides high quality, fun, safe & educational day camps, afterschool programs & other recreation programs throughout South Orange County. CampCo programs are held in Mission Viejo & Lake Forest during the Summer & in San Clemente during the School-year. Occasionally, programs may be held in other locations in South Orange County.

CampCo employs 25-30 staff during the summer months & 5-6 staff during the school-year. CampCo is a great place for campers, students & staff! CampCo is proud that we have many staff return year-after-year, have many former campers/former students who work at CampCo as adults, & often have the children of former staff attending CampCo programs. **CampCo Day Camps may be contacted by telephone at (949) 643-9008.**

This job bulletin does not constitute an expressed or implied contract & provisions contained herein may be modified or revoked at any time without prior notice or agreement.