



# Mittleman

Jewish Community Center

Schnitzer Family Campus

6651 SW Capitol Highway, Portland, OR 97219

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## Job Announcement

### Job Title: Summer Day Camp Counselor

**SCHEDULE:** Orientation June 20th to 23rd, Camp runs June 26th to August 18th. 35-40 hours/week, Varying Shifts between hours of 7:30 am to 5:45 pm.

**PAY RATE:** \$16/hr - \$19/hr

The MJCC is open to everyone!

Make the most out of your summer at the MJCC! The MJCC Day Camp is seeking enthusiastic, patient, hard-working staff members to serve as camp counselors this summer. The MJCC Summer Camp provides campers with the ultimate summer experience!

- Inspire our new campers as they experience summer camp for the first time
- Exercise and hone your leadership skills as you build relationships and lead and create programming for campers
- Be part of the trailblazing group of staff who will establish the foundation of Jewish Day Camping in Portland for years to come!

**JOB SUMMARY:** Day Camp Counselors are responsible for providing direct care and supervision to youth, ages 3-15, participating in classic multi-activity Day Camp Programs. Counselors will execute the daily schedule and activities of their campers, ensuring a safe, positive and memorable experience for program participants. Counselors must possess never-ending patience, a genuine desire to work with children and a passion for summer camp. Counselors are expected to work cooperatively with their co-counselors and other counselors in their unit and report to their Unit Head.

**TYPICAL EXAMPLES OF WORK:** (These examples represent the essential functions of the position. They are not, however, inclusive of all the duties the position may perform.)

- Participate in and/or lead all camper activities; monitor participants; respond to behavioral issues as they arise. Supervise participants to ensure safe play. Model appropriate problem solving behavior.
- Implement discipline and safety measures as necessary.
- Set up, supervise and clean the activity area; maintain facility cleanliness.
- Ensure the general safety of participants; respond appropriately to all camper injuries; provide first aid if necessary. Complete required paperwork within designated time frames.
- Make appropriate judgments and decisions concerning youth participating in the program. Observe, evaluate and communicate effectively with children, parents and other staff.
- Work individually with campers to help them achieve personal and program goals; work with parents to identify camper goals and needs.
- Lead camper pick up and drop off; meet with parents during pick up and drop off; provide updates about how campers have done during the day.
- Interact frequently with parents; address issues and concerns in a timely and courteous manner.
- Support program specialists by aiding with activities planning. Ability to plan a daily hour-long activity for a designated group of campers.
- Attend a brief, daily meeting with other group leaders and unit director; attend a weekly all-staff meeting; participate in ongoing professional development trainings during the summer.
- Complete daily camp paperwork, such as attendance sheets, group log, and incident reports. Complete ongoing evaluations of camp administration and programs as well as other paperwork in a timely manner.
- Oversee pre-care (7:45 - 9:00 am) or after-care (4:00 - 5:30 pm) as assigned throughout the summer.

**HIGHLY QUALIFIED CANDIDATES WITH EXPERIENCE IN THE FOLLOWING WILL BE GIVEN PREFERENCE:**

- Art Creativity
- Dance and/or Cheer Music
- Sports Theater
- Swimming
- Photography Cooking

**QUALIFICATIONS:**

- Must have completed sophomore year of high school and be at least 16 years old.
- Ability to pass fingerprint background check, must be completed before the first day of camp.
- First Aid and CPR certifications (adult and child) are a condition of employment and preferably obtained or current by the first day of camp.
- One summer of experience working at a summer camp OR equivalent background in education, child development, and camp programming preferred.
- Oversee pre-care (7:45 - 9:00 am) or after-care (4:00 - 5:30 pm) as assigned throughout the summer.
- Ability to swim preferred.
- Education and /or experience working with children, ages 3-11 years old
- Strong organizational skills; knowledge of age appropriate children's activities in a camp setting;
- Ability to work comfortably, tactfully and courteously with children, parents and other staff
- High levels of enthusiasm, energy, and compassion.
- Strong communication skills

**PHYSICAL REQUIREMENTS + WORKING CONDITIONS:** Work involves working indoors and outdoors in an environment that is quite noisy and busy. The flow of the work and character of duties involve extreme care and concentration. Manual dexterity and coordination is required, making up more than 50% of the work period. Incumbents may be exposed to a variety of environmental elements, including: dust and noise. Physical exertion required, including: lifting, climbing, bending, squatting and reaching.

**ABOUT US:** Mittleman Jewish Community Center is a vital institution for Jewish culture and identification, proud to offer its programs and services to everyone. For more than 100 years, the MJCC has offered educational, social, cultural and recreational programs.

THE MJCC and all its affiliated programs welcome all children, families and staff regardless of their religious affiliation. MJCC is an Equal Employment Opportunity Employer and welcomes applications from diverse candidates and candidates who support diversity.