



Job Title: Summer I.D.E.A.S Camp Counselor

Position Title: Summer IDEAS Camp Counselor	Reports to: Director of Auxiliary Programs
Job Category: Support staff	FLSA: Hourly, non-exempt
FTE: Part-time, seasonal	Current Date: February 2024

General Summary: Supports the Summer I.D.E.A.S. mission through teaching and implementing age-appropriate activities for students in grades K -4 as determined by the instructor’s approved course proposal and/or the Director of Summer Programs in alignment with the summer program objectives.

Essential Duties and Responsibilities:

- Delivery of a broad range of classroom and camp duties leading to effective student learning, classroom management, and instruction.
- Increases the academic performance of all students in the content area by creating a learning environment that is conducive to learning and appropriate to the maturity and interest of the students.
- Conducts instruction and activities for students consistent with the approved summer program curriculum, including outdoor classroom spaces to provide learning and enrichment opportunities in the natural world.
- Creates a supportive and positive learning environment for all students that encourages social interaction, active engagement in learning, and self-motivation.
- Plans a program study that meets the individual needs, interests, and abilities of students.
- Works collaboratively with the Director of Summer Programs to advise, plan, and implement effective interventions.
- Participate in and actively engage with weekly field excursions, taking on the responsibility of ensuring the safety and well-being of students throughout the duration of the trips.
- Prepares for classes as assigned and shows evidence of lesson preparation upon request.
- Works collaboratively with Summer Program Directors to strengthen the Summer Program.
- Establishes and maintains standards of student behavior needed to achieve an optimal learning atmosphere in the classroom.
- Assumes responsibility for the care of materials, equipment, and facilities.
- Works collaboratively to meet diverse needs.
- Completes other tasks as deemed appropriate by administration.

Knowledge, Skills and Abilities:

- Ability to differentiate instruction in mixed ability classrooms
- Strong classroom management skills with the ability and the desire to work with a diverse student body
- Ability to be comfortable supervising students at area pools, lakes, parks, and ponds.
- Ability to work collaboratively with others and maintain positive professional relationships



- Ability to read, comprehend, follow and give oral and written instructions
- Excellent writing and communication skills
- Strong interpersonal skills
- Excellent organizational skills with a strong degree of self- direction and motivation
- High level of maturity, confidentiality, and assertiveness
- Capable of using tact and diplomacy in dealing with others
- Capable of competently operating technology

Education and Experience:

- **High School Diploma**
- **Preferred Bachelor’s Degree in Education**
- **Experience in educational technology**
- **CPR/AED Certification**

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and ability to adjust focus.				X
Hearing: Must be able to hear well enough to communicate with students, employees, and others.				X
Standing/walking/sitting				X
Climbing/Stooping/kneeling/ balancing.			X	



Lifting/pulling/pushing up to 5-25 lbs (i.e. boxes of books and mobile computer carts, etc.)			X	
Manual dexterity to operate computer and office equipment.				X
Bending at the neck and waist.			X	
Communication: Ability to talk, hear, and express and understand ideas and thoughts. Able to meet multiple demands from several people and interact with public and staff.				X

Working Conditions: Good working conditions in a school office environment

Drug Free Workplace:

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment at University School of School of Milwaukee pursuant to the Substance Abuse/Drug Free Workplace policy.

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding the position and additional rules may be assigned.