



# UTICA ZOO

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## **POSITION: Day Camp Counselor at the Utica Zoo**

**GENERAL DESCRIPTION:** We are looking for an enthusiastic, attentive Camp Counselor to lead, support, and motivate campers as they enjoy all that the camp has to offer. The Camp Counselor will help plan events and lead group events, monitor campers and respond to incidents, such as behavioral problems or accidents, log events and maintain records relating to activities, and discuss camper participation and concerns with parents and other camp staff members. You should be positive, proactive, and caring while focusing on giving campers a fun, safe camp experience.

To succeed as a Camp Counselor, you should be upbeat, decisive, and responsible. You should also be organized and possess strong leadership skills.

**Dates of service: July 20<sup>th</sup> – August 28<sup>th</sup>**

**Schedule : 8:30 am to 5:00 pm Monday -Friday**

**Rate of Pay: \$11.80 /hour – to be paid bi-weekly**

## **QUALIFICATIONS**

1. Must be at least 18 years of age and completed one year of college. Preferred a degree or working towards a degree in a formal or environmental education field
2. Ability to work well with individuals of all ages and abilities
3. Competency in a camp skill such as, but not limited to: song leading, crafts, recreational activities, group leading, etc.
4. Desire and ability to live & work with children outdoors for extended periods of time.
5. Ability to relate to one's peer group.
6. Experience working with children in a camp or classroom setting and ability to teach an activity.
7. Ability to accept supervision and guidance.
8. Good character, integrity, and adaptability.
9. Enthusiasm, sense of humor, patience, and self-control.
10. Current, valid certification in ARC First Aid and CPR or equivalent.
11. Successfully pass a background check
12. Proof of a negative TB test

## **SPECIFIC RESPONSIBILITIES:**

### **I. Camper Needs**

1. Provide for a friendly and supportive living environment. Learn the likes and dislikes of each camper and get to know each one equally. Encourage campers to establish new friendships, develop "group unity", and understand the needs of campers in a camp community situation.
2. Know the camp schedule and explain it to the campers: ensure the campers participate in scheduled camp activities instead of "hanging out" separate from the rest of the group.
3. Recognize, respond to and discuss opportunities for problem solving in the group.
4. Provide opportunities for the group so that each camper experiences success at camp.
5. Carry out established roles for supervision of camper health.

### **II. Camp Program**

1. Work with the education staff during Staff Training to set up the area and program for campers.
2. Assist in the coordinating your specialization with other camp activities and plans.
3. Conduct daily check of program area and equipment for safety, cleanliness, and good repair.
4. Assist campers in participating successfully in all aspects of the Zoo Camp program.
5. Develop cabin activity plans with campers as appropriate.
6. Instruct and guide campers in emergency procedures such as, but not limited to: fire drill, lost camper, etc.
7. As assigned, teach or lead activities such as, but not limited to: crafts, recreation, workshops, activities,

activity sessions, hikes, song leading, etc.

8. Complete and submit all paperwork as instructed and on time.

### **III. Other Camp Responsibilities**

1. Prepare for and actively participate in staff training, staff meetings, and workshops throughout the contracted season.
2. Report for camp duties, camper check in /check out, sanitation or other zoo upkeep related tasks when requested.
3. Assist in conducting initial and end of season camp-wide cleaning, inventory and storage.
4. At end of season, evaluate current season and make recommendation for following season.
5. Assist with the teachings of conservation and positive zoo interactions to campers, parents and the general public.

### **IV. General**

1. Responsible for the safety and welfare of campers: resolve camper issues and conflicts appropriately and in a timely manner, ensure campers are adequately supervised at all times, have an awareness of the location of all assigned campers at all times.
2. Be a positive role model at all times to campers and staff regarding cleanliness, punctuality, sportsmanship, good manners, teamwork, table manners, etc.
3. Follow zoo rules and regulations pertaining to smoking, use of alcoholic beverages, and the use of drugs.
4. Be flexible and willing to change routine. Some work assignments may be reassigned and other duties may be assigned as necessary.
5. Be willing to cooperate with zoo professionals and volunteers, other staff members and other people involved with the planning and implementation of the camp program, activities, etc.
6. Use thoughtful and mature judgement.
7. Abide by and support all zoo policies and majority decisions.
8. Maintain good public relations with campers' parents.
9. Consistently and completely perform responsibilities of the position in an independent manner.
10. Report any maintenance problems to Maintenance Worker or immediate supervisor.
11. Inform the Zoo Camp Coordinator of problems or unusual activities that pertain to the camp program, animals or zoo facilities.
12. When requested by the Education director or Zoo Camp Coordinator, perform tasks required for the successful operation of the camp program.

### **V. Supervision**

This person is under the direct supervision of the Zoo Camp Coordinator for activities pertaining to the general operation of Zoo Camp, such as but not limited to: daily program, cleaning and sanitizing, camper issues, etc. During activity periods, this person is under the supervision of the Zoo Camp Coordinator.

### **ESSENTIAL FUNCTIONS**

1. Must be able to assist campers in an emergency, (fire, evacuation, illness or injury), and possess strength and endurance required to maintain constant supervision of campers.
2. Must have the ability to communicate and work with groups participating, (age and skill levels), and provide necessary instructions to campers.
3. Must have the abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, & apply appropriate behavior-management techniques.
4. Must have visual, auditory and cognitive ability to identify and respond to environmental and other hazards related to the activities and camp environment.

It is the policy of the Utica Zoological Society to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.