

## Junior Counselor

### Position Summary

Junior Counselors are key components of Friends Academy Summer Program staff. They help supervise children, run activities, and facilitate camp operations. Hired for specific weeks between June 12 and August 4, Junior Counselors are required to be in-person at our North Dartmouth campus by 7:45 am on Mondays, and by 8:30 am through the remainder of the week. Hours will vary, while most Junior Counselors finish work at 3:30 pm daily.

### Reports to

Junior Counselors report to the Camp Director as their supervisor. On a daily basis, they will be assigned to a group or activity. They are expected to communicate with and take direction from Camp Counselors in their assigned group or activity.

### Essential Functions

- Assist Counselors with supervision and care of campers
- Encourage camper participation in all activities and trips
- Manage behavior of campers in all assigned groups and activities
- Responsible for safety of campers in all assigned groups and activities
- Resolve conflicts between campers according to Friends Academy policies and values
- Act as a role model for campers and other camp employees
- Attend all mandatory trainings (June 10 and 12) and retain documentation provided
- Complete mandatory online trainings
- Respect yourself, campers, peers, and supervisors
- Meet with Camp Director for supervision as required
- Communicate proactively with Camp Director about any scheduling limitations
- (Week 8 only) Attend and facilitate camp overnight activities as assigned
- Other duties as assigned

### Qualifications

- Must be able to acquire and demonstrate professionalism and appropriate work behavior, including regular attendance, focus on job tasks, and ability to follow directions
- Must have strong behavior management skills and preferably youth-work experience
- Must have strong communication and teamwork skills
- Must adapt to a variety of work environments, activities, and expectations

### Applying

Interested applicants should send a cover letter, resume, and contact information for three references to [Peter Roby](#).

### Employee Review

This job description was reviewed by \_\_\_\_\_ on \_\_\_\_\_.

# Friends Academy Summer Program

**2023**

*Print name*

*Date*