



**Charlottesville-Albemarle SPCA
Summer Camp Counselor
Job Description**

Position: Summer Camp Counselor

Job Status: Seasonal

Reports to: Humane Education Coordinator

Summary:

The CASPCA Summer Camp Counselor is responsible for executing the CASPCA humane education summer camp curriculum and leads corresponding programs and experiences for children in a small group setting. They are also responsible for the general safety and development of the participants in his/her group. Counselor's pay rate is \$15/hour.

Commitment:

Must be available for pre-planning in April or May (prior to the start of camp) – dates are flexible. Must also be available from 8:30-3:30 on the following camp session dates:

- **Session 1:** June 12-16
- **Session 2:** June 19-23
- **Session 3:** June 26-30
- **Session 4:** July 10-14
- **Session 5:** July 17-21
- **Session 6:** July 24-28

***Must also be available as needed before or following daily sessions for staff meetings or check-ins.**

Essential Duties and Functions:

- Assist in planning; manage and lead six weeks of SPCA Summer Camp
 - Assist in planning one week's worth of lessons, activities, and guest speakers (assistance will be provided)
 - Manage and lead 20 students ages rising 3rd through rising 6th grade
 - Lead hands-on, educational and animal related lessons and projects
- Work closely with the Humane Education Coordinator on camp curriculum

Additional Responsibilities:

- Demonstrate knowledge of and adherence to CASPCA policies and procedures.
- Practice and encourage the humane treatment of animals.
- Maintain check-in and check-out records for all assigned campers on a daily basis.
- Record daily attendance of campers and report absences, late arrivals, or early departures.
- Arrive on time and ready for work each day.
- Ensure a safe work environment; follow all safety guidelines; and model safe work practices.
- Take immediate action to address any safety concerns that could put a staff member,

- volunteer, customer, animal or the organization at risk.
- Prepare, implement and clean-up daily activities.
- Ensure space is clean and welcoming (ensure space is set-up, clean, and supplies are organized and available)
- Relate positively to all staff, volunteers, and campers.
- Perform other duties as assigned and deemed appropriate by the Humane Education Coordinator or Advancement Department.

Physical Requirements and Work Environment

- Ability to lift and transport materials weighing up to 50 pounds.
- Have a high level of manual dexterity.
- The ability to bend and squat.

AT WILL EMPLOYMENT:

There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of the Charlottesville Albemarle SPCA that employment for this position is at will, which means that employment is for no specific term and that employment may be terminated by the employee or the CASPCA at any time without cause.

Employee Acknowledgement:

Signature of Employee:

_____ Date _____

Print Name:
