

CAMP ADLER

Camp Counselor Job Description



Reports To: Head Counselor and Camp Director

Compensation: Commensurate with experience

Days and hours: Session I: June 8 – June 26
Session II: July 6 – July 24
Monday – Friday: 8:30am – 4:00pm
Supervise Extended Care approximately twice per week
One evening each session for Celebration of the Arts

Responsibilities

- Ensure the safe arrival and departure of all campers throughout the day.
- Take morning and afternoon attendance, attendance at class turn-around, and report results immediately to the Camp Director.
- Create camp lessons plans, including games, crafts, and traditional camp activities that engage campers and help them create meaningful friendships.
- Facilitate class turn-around.
- Actively participate during art, music, and drama classes as a faculty assistant.
- Attend mandatory pre-camp orientation sessions and weekly staff meetings.
- Resolve and/or report all maintenance and supply issues to Camp Director.
- Report in writing, any and all incidents to the Camp Director.
- Additional duties as assigned by the Head Counselor, Program Director and/or Camp Director.

Extended Care

- Arriving at least one day a week at 7:45, and staying one day a week until 6:00.
- Welcoming extended care campers at the morning drop-off location
- Engaging campers in extended care activities that foster creativity and friendship.

Celebration of the Arts

- Attend Celebration of the Arts. This will be the night before the last day of camp of each 3 week session lasting until approximately 8:00 pm.
- Assist Camp Director with room, tent, and event set-up. This will occur between the end of the daily camp session and the beginning of Celebration Ceremonies.
- Ensure Campers safety at all times and help coordinate their timely scheduled performance arrival time.

To apply:

Complete the General DAMAC Application 2020. Email your application, cover letter, résumé, and the contact information for two references to: mbunder@adlercenter.org or mail to: David Adler Music and Arts Center, Molly Bunder, Program Coordinator
1700 N. Milwaukee Avenue, Libertyville, IL 60048

Applications must be received by March 15, 2020.