

Just Us Kids Outdoors Camp Counselor

Job Description

Reports to: *Community Recreation Coordinator*

Summary

Just Us Kids Outdoors: JUKO is a free six-week long summer day camp serving many at-risk kids, offered by Richmond Parks and Recreation Department for children entering first through sixth grades. There are four camp sites offered to the community (JUKO employees work two sites – a morning and an afternoon site). Activities for campers include non-competitive games, team building, arts & crafts, field trips, swimming twice a week, and other fun activities.

Little JUKO: This camp is a free preschool day camp for children 3-5 and offered at two sites (JUKO employees work both). Campers experience age appropriate games, arts & crafts, songs, theme days, and special events.

Please visit Parks Department website for dates specific to JUKO this year. JUKO positions needed include Counselors, Arts and Crafts Leaders, and Site Leaders. This position is for May – August. Some weekend and evening hours will be required.

Job Functions

Responsibilities include:

- Planning and leading daily appropriate activities for the campers.
- Supervising children in the camps to ensure safety of all participants.
- Following the policies and procedures set forth by the City of Richmond and the Richmond Parks and Recreation Department, including discipline guidelines established in the staff manual.
- Attend a training session prior to the start of JUKO, with the exception of Memorial Day.
- Conduct and participate in all camp activities, including swimming.
- Assist with check-in, check-out, and passing out lunches daily.
- Adhere to the counselor age-group assignments unless otherwise instructed.
- Keep sites, pool, and any areas we visit clean and free of trash.
- This job may include work in other areas of the Parks Department or work related to the broader vision of JUKO. This includes providing games for kids at events outside of camp, and other duties as assigned.

Job Qualifications

- *Preferred:* College student majoring in Education, Recreation, or Social Work.
- Previous experience working with children, enjoy working with kids, and ability to work with all ages.
- Ability to become CPR and First Aid Certified (during training week).
- Must be able to work all days of camp and the week of training.
- Must be able to arrive on time and stay until the last child is picked up from camp.

Relationships

This job requires communication with Camp Director, Site Leaders, and other Counselors.

Physical Requirements

This position requires the ability to listen to others, observe actions, read text/information, and comprehend instruction. It also demands the physical ability to move about the camp property in various environmental conditions, play games along with the children, and stay outside in the heat/sun/pool/etc. for the duration of camp.

****If you meet the requirements above, please send application, attached questions, and resume to****

Postal Mail:

Parks and Recreation
Attn: Alisha Estabrook
50 North 5th Street
Richmond, IN 47374

Pick up/drop off at:

Park Administration Office
Glen Miller Park
2200 East Main Street
Richmond, IN 47374

Or email documents:

Alisha Estabrook
aestabrook@richmondindiana.gov

JUKO Application Questions

1. Please list details on your college degree or what you are currently majoring in at school:

2. Please list your experiences working with children (professional, volunteer, etc.): _____

3. Why are you applying to work at JUKO and Little JUKO this summer: _____

4. How has your past experiences with children prepared you for this job at JUKO: _____

5. What makes you a good candidate for a position with JUKO: _____

6. Email address: _____

7. In order to work for JUKO, you must be committed from May 26 – July 15 (exception of Memorial Day and Fourth of July). Is there any reason you would need to miss work *on any day*?

Please check your responses to the next three questions:

8. Are you interested in working Little JUKO Camp from July 18 – 29? Yes No

9. Are you interested in being an Arts and Crafts Leader? Yes No Maybe

10. Are you interested in being a Site Leader? Yes No Maybe