



Royal Redeemer

LUTHERAN CHURCH & SCHOOL

position **Assistant Summer Camp Counselor**

summary Responsible for providing instruction and supervision to campers, while partnering with school and families to ensure camper safety and success, while fulfilling the mission of Royal Redeemer Lutheran School, a ministry of Royal Redeemer Lutheran Church.

royal redeemer lutheran school is

- A school, church and staff committed to following and fulfilling our mission: Royal Redeemer Lutheran School exists to equip each student to achieve educational excellence, inspire a lifelong love of learning, and grow Christian Leaders.
- A school that is dedicated and committed to the ministry of teaching faithfully the Word of God, as understood and taught by the LCMS Faith.
- A school and church committed to team-ministry, desiring for the staff to be unified in God's vision and serving together in deep Christian love.
- A school of teachers and staff assigned as leaders in the Christian church, exemplifying the Christian life, while serving as a role model through a personal relationship with God, demonstrating God's love, and sharing the faith both in and outside of the school community.

position requirements

education: High School Diploma or equivalent

experience: Zero years of teaching experience

certification: Ohio Department of Education Orientation, Cardiopulmonary Resuscitation (CPR) & First Aid, Child Abuse Prevention and Recognition, Orientation Training

key responsibilities

- Support Lead Camp Counselor in conducting developmentally appropriate lessons and activities. Encourage educational conversations and positive interactions throughout the day. The Counselors will have good understanding of child-paced play, and our program philosophy, to be aware of themes and goals set forth to accomplish by the Lead Counselor.
- Teach faithfully the Word of God as understood and taught by the LCMS faith, with a dedication and commitment to the ministry.
- Support campers and families in the development of their Christian leadership skills by encouraging their practices in, and/or modeling devotions, worship, service, and demonstrate Christ-like character.
- Represent church and school in a favorable, Christian, and professional manner to the school constituency, congregation, and community in both work and private life.
- Maintain proper supervision per licensing and school policies, abide by the state mandated Counselor-camper ratios (**1:12, 1:14 or 1:18**), and attend to children's basic needs (administering meals/snacks, assisting with dressing, etc.).



- Monitor the coming and going of campers throughout the day, keeping accurate attendance records, and noting in/out times (Brightwheel system), and ensure campers are free from communicable disease symptoms upon arrival to school. When children are transferred between extended care and camp or are dropped off/picked up by a parent, make sure they are transferred properly Brightwheel.
- Ensure every camper is picked up by the appropriate person before leaving the building. Never will a child be unsupervised.
- Support the cleanliness and health of the school community by ensuring proper handwashing, glove wearing, and diligently cleaning and sanitizing. Cleaning materials (sanitizers, towels, etc.) will be provided but must always be kept out of the reach of children.
- Organize and maintain an efficient and effective classroom and maintain a safe space and environment by encouraging classroom community, supervising material clean up, assisting with class labels and displays, and ensuring equipment and facilities are working adequately, reporting any issues to school office.
- Handle children in a kind and loving way and develop a positive relationship with their group of children, following the school and camp's Positive Guidance & Discipline Policies. If a behavior needs to be changed, a behavior plan will be created in partnerships with caregivers and the director. A conference or follow-up meetings with all parties involved may be part of the process.
- Inform the administrator of any problems with campers or parents and inform the office and administrator of any major accidents or injuries. The Counselor (or assistant Counselor) completes an incident report and supplies a copy to the parent and the school office.
- In case of an emergency, the Counselor will go with the child to the hospital and notify the parents and administration of the accident or injury. (The office personnel or administrator may also notify the parents.) The Counselor must stay with the child at the hospital until a parent arrives. The Assistant Counselor would take campers for the rest of the class time. The Counselor will need to fill out an accident and incident report as soon as possible. **Check the child's information on file to ensure parent(s) gives you permission to call 911 and transport their child. Check for any special medical concerns (allergies, asthma, etc.) for each child in your care, and review and sign off on their medical care plan at least annually.**
- Coordinate and develop pick-up/drop-off procedures and processes with co-Counselors, in partnership with the Director; meet children in the morning and taking them from the car and directing them to the classroom; support campers in getting ready to go home; supporting campers at dismissal by supervising children and their safety, and assisting children into car if needed.
- Communicate with Lead Counselor and families as necessary, information regarding campers' behaviors, needs, etc. (missing snack for the day, potty accident information on Brightwheel, etc.)
- Keep track of specific information required per Counselor or administrator, discussing with the Lead Counselor any other duties they may wish to assume (discussed at the beginning of the season.)
- Support and supervise campers during visitors and field trips. Field trips staff will receive guidance on the trip location and transportation.



- Complete a time sheet for the days worked, an absence sheet for days missed, and a sub sheet for days they substituted for another staff person to the camp director desk.
- Follow all time off policies and procedures and arrange for own substitute; providing to substitute description of duties and responsibilities.
- The Counselor will provide documentation for the following upon hire to the Director, and renew as needed:
 - Minimum of a High School Diploma (college diploma and transcripts if obtained)
 - 3 References
 - Medical Form
 - CPR/AED – renewed every 2 years
 - First Aid – renewed every 2 years
 - FBI/BCI Background Check – Renewed every 5 years
 - Ohio Statement of Non-Conviction or Conviction/Rehabilitated Form – renewed every year
 - OCCRRA/OPIN set-up and Orientation Training
 - Child Abuse and Neglect Training
 - Other HR or payroll paperwork as required
- Participate in Camp Orientation Meeting, and other meetings as needed, including possible observations/evaluations by Director
- Read and review all communications from administration, church, and school as well as all handbooks, manuals, policies, missions/philosophies, and code of ethics, and know the specifics of what is required of her/him to perform her/his job. The Counselor will read and understand licensing rules from ODE/ODJFS, criteria for NLSA, and any other regulatory agencies, and review at least annually.
- Supports school admissions, application, and enrollment, with a focus on providing quality experiences for your campers and families.
- Recruit and organize volunteers for camp events and functions.
- Always maintain confidentiality, protecting camper and families' records and information.
- Other duties not listed here as assigned by direct supervisor.

scope of position

Classification:	Counselor
Status:	Part-time, hourly
Supervisor:	Camp Director
Department:	School/Extended Care
Physical requirements:	While performing the duties of this job, the employee is regularly required to sit, stand, walk, stoop, kneel or crouch. The employee must regularly lift up to 10 pounds, and occasionally lift or move up to 25 pounds.