

Southern Methodist University  
Recreational Sports Department  
Hilltop Sports Camp

# General Counselor Job Description

Summer 2009

## Basic Responsibilities:

Counselors are responsible for the safe and enjoyable participation of campers in all activities. Counselors should act as positive role models and be enthusiastic and supportive of the instructors and camp administrative staff. Counselors are expected to maintain open lines of communications with all summer camp staff and work in a cooperative manner with other counselors in fulfilling roles and duties.

## Commitment:

May 29-June 26, 2009. Counselors will be responsible for fulfilling their employment commitment depending on the position offered and accepted. Counselors will be hired on a full-day (8:45am-3:30pm), morning half-day (7:00am-12:30pm), or afternoon half-day (12:00-5:45pm) basis.

## Specific Responsibilities:

1. Model good-sportsmanship in sport-related activities through enthusiastic, non-competitive participation and support.
2. Help out other instructors and counselors to maintain guidance during each activity.
3. Model all skills in all activities through participation or working with small groups in the case a Specialty Counselor is present.
4. Lead group from one activity to another in an orderly matter inside and outside the facility.
5. Keep accurate attendance records, incident and accident reports. Report them immediately to the Hilltop Camp Director.
6. Supervise lunch as well as snacks and activities to ensure cleanliness of the area.
7. Interact and discuss camper's participation, performance, and behavior with parents in a professional manner.
8. Attend mandatory staff training on May 29, 2009 and May 30, 2009. Be available for all camp sessions from June 1, 2009 through June 26, 2009.
9. Attend weekly Thursday afternoon staff meetings during camp sessions.
10. Maintain the cleanliness and organization of the camp activity and storage area.

11. Keep the campers you are responsible for under constant supervision.
12. Monitor recreational activities to ensure safety and respond as trained in the case of an emergency.
13. Be aware of general expectations for participation in all SMU Recreational Sports program areas including Fitness, Outdoor Adventure, Intramurals, and Aquatics.
14. Other duties as assigned.

AM Counselor:

1. Responsible for facilitating and supervising Before Care activities
2. Maintain safety procedures for check-in of campers
3. Assist with set-up and facilitation of program area activities
4. Supervise morning snack and lunch activities. Maintain safety procedures for on-campus daily lunch field trip.

PM Counselor:

1. Responsible for facilitating and supervising After Care activities.
2. Maintain safety procedures for check-out of campers
3. Assist with clean-up of afternoon activities
4. Supervise campers in swimming area and in locker room before and after afternoon swimming
5. Supervise afternoon snack and facilitate craft activities.

Required Qualifications:

1. Must possess a valid Driver's License and pass a background check.
2. CPR and First Aid certified before May 30, 2009.
3. At least 16 years of age by June 1, 2009.

Preferred Qualifications:

1. Have completed a minimum of one year of college
2. Experience working with children in a recreational setting
3. Current SMU student or alumni
4. Ability to swim at least 25 yards
5. Experience working with one or more specific SMU Recreational Sports Program Areas including Fitness, Aquatics, Intramurals, or Outdoor Adventure.

Compensation:

1. General Counselors will be paid a rate of up to \$10.00 per hour depending on qualifications.
2. General Counselors are not eligible for overtime or benefits.

Please check the shifts for which you are available. Circle the shift that is your first choice.

AM Counselor \_\_\_\_\_  
7:00am-12:30pm

PM Counselor \_\_\_\_\_  
12:00pm-5:45pm

Full-day Counselor \_\_\_\_\_  
8:45am-3:45pm

Are you at least 16 years of age? Yes \_\_\_\_ No \_\_\_\_