



## Role Description

**Job Title:** Camp Counselor

**Department:** Fitness

**Reports To:** Director of Fitness and Aquatics

**Full Time**

**Part Time**

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San Jose Country Club is a private gathering place for our families and guests who cherish and share high quality lifestyle standards. We are a Country Club inspired by our rich tradition, and are committed to delivering impeccable personalized service and offering excellent facilities and innovative programs which support our members' interest in golf, tennis, fitness, dining, social and other family activities.

**Summary of Job:** Oversee and manage the children's camp program, including developing curriculum, daily scheduling, keeping children safe and orderly, maintaining a cheerful, fun and positive atmosphere for the children and communicating with their parents.

**Essential Duties and Accountabilities:**

- Be punctual at all times and arrive to work on time, consistently;
- Become proficient on all appropriate equipment and games and their safety features;
- Make sure all side work is complete before opening;
- Greet members by name whenever possible;
- Develop fun and creative ideas for activities for the children;
- Keep the camp clean, organized, and safe for the children;
- Ensure all camp rules and safety policies and procedures are enforced; effectively manage children who do not follow rules;
- Ensure children get along with each other in an atmosphere of caring and respect;
- Provide a positive attitude that displays enthusiasm and is a good role model;
- Encourage the progress and development of the children in the camp, motivate them and provide praise when appropriate;
- Check supplies, informing the supervisor of any needs;
- Perform other duties as assigned by management.

**Special Requirements (if any):**

- Certified in CPR and First Aid;
- Must be able to communicate effectively with children and be clearly understood when giving instructions; able to speak, read, write and give directions in English;
- Ability to bend, stretch, reach, and perform physical fitness activities that require constant movement and activity;
- Must be able to lift and carry up to 50 pounds;
- Basic knowledge of child care and the ability to work with and safely monitor many children at once;
- Successful completion of drug testing and criminal background check.



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**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand for long periods of time, sit, walk, swim, tolerate repetitive motions of hands, wrists and fingers; use hands to finger, handle, or feel; reach with hands and arms; talk; hear; visual acuity requirements including color, depth perception, and field of vision; Light work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**Cognitive Demands:** The cognitive demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

On-going attention, despite distractions of environment and workload; Ability to regularly trouble shoot and problem solve; maintain positive demeanor and functionality at all times despite stress of position; ability to multi-task and prioritize; ability to perform essential functions and maintain productivity under moderate stress on a regular basis and high stress on a periodic basis; ability to maintain professionalism despite negative customer/employee encounters; ability to understand and clearly communicate (verbal and written) in English; ability to learn; ability to follow instructions, listen to and comprehend direction.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate.

**Supervisory Responsibilities:** None.