



## JOB DESCRIPTION: COMPUTER CAMP COUNSELOR

### Objective:

Works with Computer Camp Supervisor to ensure campers have a healthy and fun experience within the group in which you are assigned. Groups are based off of birthday and grade level.

### Essential Duties

- Ensures the health and safety of the campers at all times.
- Leads campers through their daily schedule.
- Shares knowledge and expertise in the areas of STEM (science, technology, engineering, and mathematics)
- Deliver and Instruct lessons and activities in the STEM and robotic fields
- Collaborates with fellow counselors to anticipate, prevent and/or solve problems.
- Actively participates in the camp program and serves as excellent role model for appropriate behavior at all times.
- Possesses a basic understanding of a childhood development and cognitive thinking.
- Communicates and supervises activities to meet the needs of the campers throughout the day.
- Helps provide an atmosphere for developing good morale and well being among the camp family.
- Attends and participates in orientation and weekly staff meetings as requested.
- Assists in ensuring ACA Accreditation Standards and state regulations are met and upheld.
- Assists in the coordination of camper drop-off and pick-up.
- Maintains accurate record keeping (attendance, dismissals, notes, medical needs, etc.).
- Eats with campers at lunch and snack times.
- Plans, implements, and assesses free period activities.
- Provides leadership for participation all camp events.
- Maintains confidentiality in all matters.
- Models nondiscriminatory practices in all activities.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Desired Qualifications:

- Interest or experience in STEM, computer programming, coding, and/or robotics.
- Desire, and ability to work with children and adults in a camp setting.
- Strong ability to communicate well with staff and campers.

- Documented training, certification or experience in activities, first-aid, CPR, epi-pen.

#### Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal camp settings, outdoors and on the telephone; physical agility to lift up to 50 pounds; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

#### 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 the essential functions. Duties are normally performed in an outdoor environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Computer Camp Supervisor

#### Benefits:

- Competitive hourly pay

#### How to Apply

- Complete application through the Brooks Summer Programs Portal
- Call (978) 725-6253 with questions

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Computer Camp Counselor will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Auxiliary Programs or appropriate administrator. Brooks School Summer Programs reserves the right to update, revise or change this job description and related duties at any time.*

Approval:

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Signature

Date

*I acknowledge that I have received and read this job description.*