COUNSELOR JOB DESCRIPTION

Basic Responsibilities: Counselors are responsible for the safe and enjoyable participation of campers in all activities. The New Horizons Day Camp has three distinct age groups: Mini Knights 5-6, Junior Knights 7-8 and Scarlet Knights 9-11. Counselors should act as positive role models and be enthusiastic and supportive of the instructors and administrative staff. Counselors are expected to maintain open lines of communication with administration and work in a cooperative manner with other group counselors.

Specific job responsibilities include but are not limited to:

1. Attend a pre-camp orientation training before the first week of work with the camp.
2. Attain certification in CPR/AED, First Aid and Defensive Driving.
3. Supervise campers with a level of enthusiasm and energy.
4. Implement the schedule of planned activities.
5. Lead groups from one activity to another in an orderly manner.
6. Maintain a safe and enjoyable environment for all campers.
7. Model good-sportsmanship in sports-related activities through enthusiastic non-competitive participation.
8. Model cooperative skills in Arts and Crafts through participation or working with small groups upon request of instructor.
9. Administer discipline according to New Horizons Summer Camp policies.
10. Assist swimming instructors upon request during instructional time and directly supervise all free swim time.
11. Supervise group in locker room before and after swimming. Assist in dressing and showering before entering the pool area.
12. Aid in the supervision of camper drop-off and dismissal.
13. Keep accurate attendance each day.
14. Supervise lunch activities either at the tent or the CD Recreation Center as needed.
15. Assist in preparing snacks for breaks.
16. Assist in providing CPR/First Aid in the event of an injury to a camper.
17. Attend counselor meetings as scheduled.
18. Abide by all employment policies and procedures as reviewed in orientation regarding attendance, time keeping, payroll procedures and job performance.

Background Checks

All hired staff members are required to have a background criminal history search performed that is paid for by the New Horizons Day Camp. In addition, a staff member’s background check will include and not be limited to character references, personal or telephone interviews and a review of prior employment. The results of these searches are strictly confidential.

Rutgers is committed to equal opportunity in the recruiting, hiring and promoting of personnel at summer camp. Rutgers complies with federal and state laws and prohibits discrimination on the basis of race, color, religion, sex, national or ethnic origin, age, height, weight, marital status, sexual orientation, military/veteran status, disability or genetic information unrelated to the person’s ability to perform the job, or any other characteristic protected by law applicable to Rutgers University New Horizons Summer Camp.