University of Montana  
Campus Recreation Youth Camps

**Job Title: Youth Camps Lead Counselor**  
Assist in planning Youth Camps, summer 2015, at The University of Montana through the Campus Recreation department. Support marketing and counselor recruitment efforts. Lead the hiring and training of counseling staff. Assist in improving and expanding the existing curriculum, policies, guidelines, and procedures. Ensure a safe and supportive environment for all staff and participants. Work as a team with camp director, assistant directors, two other lead counselors, counselors, and other Campus Recreation staff. Supervise and assist counselors throughout the camp day, assuring safety, smooth transitions, and successful activities. Encourage and support campers and parents in feeling welcome. The Lead Counselors will report to the Youth Camps Assistant Directors.

**Duties and Responsibilities**
- Obtain knowledge of Campus Recreation Youth Camps policies and procedures
- Edit curriculum to improve and adjust for age differences
- Secure and document activity areas and equipment in advance
- Register campers and answer parents’ questions
- Ensure participant forms are completed and up-to-date
- Stay up to date with the day's schedule and specific camper medical/emotional needs
- Plan and oversee the transitions between activities
- Handle on site inquiries, concerns, conflict situations, and discipline
- Administer first aid and contact emergency services as necessary
- Organize paperwork such as employee binders, and camper information
- Assist with Counselor recruitment, hiring, training, and evaluation
- Oversee the drop off and pick up of campers
- Run/assist in the morning announcements and pre-camp staff meetings
- Report emergencies through program reporting lines
- Responsible for evacuation of camp participants as necessary
- Assist counselors when needed, and may step into Counselor role during low enrollment weeks.
- Other duties as assigned

**Qualifications and Skills Required**
- Experience as a Campus Recreation Youth Camp Counselor preferred (but not required)
- Ability to resolve conflicts involving campers or counselors
- Customer service and general computer skills
- Ability to work closely and communicate with a diverse group of people
- Ability to uphold departmental policies in stressful situations
- Ability to recognize risks and implement departmental risk management procedures
- Excellent written and oral communication skills
- Receptive to feedback from Director and Assistant Director regarding your performance
- Knowledge and experience in policy development
- General knowledge of various recreational sports, fitness, and outdoor activities
- Creative minded and willing to contribute ideas for activities and camp design
Certifications and Trainings:
- Adult and Child CPR and AED (Training will be provided if necessary)
- First AID (Training will be provided if necessary)
- Additional risk management and emergency procedure training as developed and required
- Pass background screening
- Attendance at required staff meetings, trainings, and in-service

Temporary Seasonal Employment:
These positions are designed for student employees looking to supplement their educational knowledge with on-the-job experience. These positions could fulfill certain academic internship requirements. (3 positions available)
- Estimated Start Date mid May. Staff training begins June 1st. Camps will begin June 15.
- Although camp begins in June, Lead Counselors will need to be available for minimal hours beginning as early as May.
- Estimated End Date: August 28th
- All Youth Camp staff, titles and positions aside, are Counselors with Campus Recreation Youth Camps, first and foremost.
- Hour per Week: 20-40 (depending on camp enrollment and need)
- Pay Rate: $9.00

How to Apply:
- Letter of Interest – Please address qualifications and skills required; as well as how this job would benefit your educational and professional development.
- Detailed Resume – List relevant education and work experience.
- Professional References – List name, title, and contact information of 3 professional references.
- Submit the above materials electronically to zach.sherbo@mso.umt.edu or deliver materials to the front desk of the Fitness and Recreation Center at the University of Montana.

Application Deadline: