University of Montana
Campus Recreation Youth Camps

Job Title: Counselor
Assist in the implementation of youth camps at The University of Montana through the Campus Recreation department. Actively participate and supervise the overall daily camp operations and campers. Collaborate with the Directors and Assistant Directors to administer a comprehensive camp for children grades K-6 to explore a variety of non-motorized recreational opportunities. Demonstrate and teach a different sport or activity each week, with the curriculum given to you. Be willing to learn or research the week's activity if unfamiliar to you. Ensure a safe and supportive environment for all staff and participants. The Youth Camps Counselors will report to the Youth Camps Assistant Directors.

Duties and Responsibilities
- Learn and follow Campus Recreation Youth Camps and state policies and procedures
- Responsible to know the location of all your assigned campers at all times
- When needed, fill out incident reports and give to Lead Counselor
- Willingness to adjust curriculum for the specific needs of your campers
- Administer first aid, handle emergency situations, and contact emergency services as necessary
- Assist Counselors in engaging campers during check-in, check-out, and other down periods
- Report emergencies through program reporting lines
- Responsible for evacuation of camp participants as necessary
- Encourage respect for personal property, camp equipment, and facilities
- Mentor and coach campers about various sports, fitness, and outdoor activities
- Other duties as assigned

Qualifications and Skills Required
- Ability to resolve conflicts involving campers
- Customer service skills
- Ability to work closely 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 verbal communication skills
- Computer knowledge – broad understanding of Microsoft Office and Google Docs
- Demonstrated experience working with kids
- Skilled at being assertive and caring with campers to ensure safety and learning
- Ability to teach and lead various recreational activities
- General knowledge of various recreational sports, fitness, and outdoor activities
- Willingness to incorporate own recreational interests and knowledge into camp activities
**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.
- Estimated Start Date: June 4, 2018 (For Training), Camp Begins June 11th
- Estimated End Date: August 24, 2018
- Hour per Week: 20 - 40 (Depends on camper enrollment each week)
- Pay Rate: $8.85

**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 education and work experience.
- **Professional References** – List name, title, and contact information of 3 professional references.
- Submit the above materials electronically to natalie.hiller@mso.umt.edu or deliver materials to the front desk of the Fitness and Recreation Center at the University of Montana.

**Application Deadline:**
April 9 - positions opened until filled