University of Montana  
Campus Recreation Youth Camps

**Job Title: Camp 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 different sports or activities each week, with the curriculum provided to you.
- Have a willingness 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 directly to the Lead Counselors and Youth Camps Assistant Directors.*

**Duties and Responsibilities:**

- Learn and follow Campus Recreation Youth Camps and state policies and procedures.
- Be responsible for knowing the location of all your assigned campers at all times.
- When needed, fill out incident and accident 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 fellow counselors in engaging campers during check-in, check-out, and other down periods.
- Report emergencies through program reporting lines when necessary.
- 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
- Strong swimming ability is not required but is helpful (there will be the opportunity to train as a life guard and swim instructor for those counselors interested)
**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 7, 2021 (For Training), Camp Begins June 14th
- Estimated End Date: August 20, 2021
- Hours per Week: 30 - 40 (Depends on camper enrollment each week)
- Pay Rate: $9.80 (Increases each year you are on staff)

**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](mailto: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, 2021 – positions opened until filled