

approved

STUDENT LABOR POSITION DESCRIPTION

Educational Talent Search

Most Recently Updated 02/23/99

Position Title: Student Camp Counselor
Summer/Labor Only
Must work 40 hrs/wk.

I. Grade Level: Labor-Only

II. Description:

A. The following are the essential duties for a Camp Counselor in the Trio Program-Educational Talent Search:

1. Assist Coordinator, Counselors and Instructors in the implementation of summer camps.
2. Participate in all camp activities with ETS students. Encourage students to participate. Develop and lead activities as needed.
3. Maintain discipline during activities on and off campus and in the dormitories.
4. Assist head resident in supervising high school-aged camp counselors. Direct responsibility for weekly janitorial duties in the dormitory, including supervising ETS students in checkout cleaning of rooms and common areas.
5. Prepare and secure educational and recreational supplies for camp activities.
6. Complete routine activities as assigned.
7. Performs other job-related duties as assigned.
8. See that the workplace and environs are clean.

B. The following are *possible additional* duties for this position:
No duties beyond the essential ones described above.

III. Learning Opportunities:

- A.** Learn high degree of responsibility for one's work.
- B.** Gain additional experience working with youth.

IV. Basic Qualifications:

- A.** General: High degree of empathy with the students ETS serves; ability to work with others in a team setting. Experience working with youth and in handling responsibility.
- B.** Skill: Computer and clerical skills; skills useful to ETS camp settings.
- C.** Physical: none.
- D.** Academic: Minimum of two years post secondary education or equivalent work experience. Good academic standing.

V. Desirable Qualifications:

Major in a related field of study.

VI. Narrative Summary:

Student helped to research, plan, evaluate, lead and participate in camp activities for middle-school aged students. Student lived with and supervised students in the dormitory during the three-week camp period, also working with students individually and in small groups.