

UNLV | CAMPUS RECREATIONAL SERVICES

UNLV Jr. Rebels Camp Counselor Position Description

Purpose

The youth camp counselor position will assist in the implementation of youth camps at the University of Nevada, Las Vegas through the Campus Recreation department. This position will actively participate and supervise the overall daily camp operations, collaborate with the coordinator to administer a comprehensive camp for children, and demonstrate and teach different activities daily. The youth camp counselor will report directly to the Program Coordinator for Youth Programs.

Minimum Requirements

- Must be a current UNLV student.
- Meet minimum semester and cumulative GPA requirements: Semester GPA: 2.0 Cumulative GPA: 2.25
- Completion of Sheriff's Card, TB test, and mandated reporter training once hired.
- Adult and child CPR, AED, First Aid (Training will be provided if necessary).
- Must be available to work a minimum of 20-30 hours per week.
- Must be creative, innovative, and enjoy working with children.
- Ability to communicate, supervise, and relate to children of varying ages, abilities, and backgrounds.

Preferred Qualifications

- Experience working in Youth Camps or Program.
- Strong leadership and group facilitation skills.
- Strong organizational skills.
- Strong written and oral communication skills.

Duties and Responsibilities of Counselor include, but are not limited to:

- Learn and follow all Campus Recreational Services policies and procedures.
- Know the location of all assigned campers at all times.
- Coordinate pick-up and drop-off amongst parents, campers, and staff.
- Fill out incident reports and injury reports to be given to program coordinator, when needed.
- Ability to adjust curriculum for the specific needs of campers.
- Administer first aid, handle emergency situations, and contact emergency services as necessary.
- Assist in engaging campers throughout the duration of camp.
- Facilitate daily activities that meet the needs and interests of the camps' target populations and ensure the delivery is in a safe and quality manner.
- Implement all risk management procedures including but not limited to First Aid/CPR/AED response, emergency evacuations, missing camper procedures (internal and external), mandated reporting, etc.
- Responsible for evacuation of camp participants when emergencies occur.
- Teach and lead various sports, fitness, outdoor activities, arts and crafts, life skills, and teamwork skills.
- Maintain an open line of communication between campers, parents, and program coordinator

Staff Development

- Must act as a role model for campers and fellow staff members.
- Maintain a standard of performance on daily tasks.
- Attend regularly scheduled departmental meetings for all areas necessary.
- Maintain communication with other Campus Recreational Services Team members regarding positive recognition, performance reviews, substitution, and schedule conflicts.
- Communicate clear and concise information as needed to patrons, students, emergency medical service personnel and police services.
- Practice peer education to develop student staff growth and success.
- Assist with hiring and training of all new Building Managers.
- Adhere to all SRWC guidelines and non-negotiables.

Criteria for Success:

- Ability to display a positive attitude for all patrons and CRS staff.
- Ability to prioritize tasks, manages their time and balance professional and personal commitments.
- Follows policies and procedure, arrives prepared and on time for work and consistently demonstrates service excellence.
- Able to assess a situation and make an informed decision independently.
- Acts in a professional manner and serves as a role model and mentor for CRS staff.
- Positively promotes UNLV and CRS to peers and patrons and takes initiative to be involved throughout campus.

Transferrable Skills

- Communication
- Conflict Management
- Time Management
- Ability to Delegate
- Customer Service
- Problem Solving
- Staff Supervision
- Working with a Diverse Constituency
- Work Independently and with a Team
- Work in a fast-paced environment

SEASONAL EMPLOYMENT:

These positions are designed for student employees looking to supplement their educational knowledge with on-the-job experience.

- Mandatory Training: April 2021. Specific dates TBD.
- Estimated Start Date for Camp: June 1, 2021(estimated)
- Estimated End Date: July 30, 2021 (estimated)
- Hours per Week: 20 – 30 (Dependent on camper enrollment each week)
- Pay Rate: \$10.50/hour