Adventure Day Camp
Head Counselor – Vikings
Job Description

Adventure Day Camp (ADC), a seven-week day camp for children between the ages of 5 and 11, is part of Campus Recreation at the University of Vermont. ADC strives to provide quality programs for young children and adolescent youth that foster learning, respect, social skills development, community living, and emotional growth in a safe, fun, physically active, and challenging environment.

Supervisor
Adventure Day Camp Director

Pay Rate
$11.50/hour with a maximum $0.25/year increase (maximum $12.50/hour)

General Responsibilities
The Adventure Day Camp Assistant Director is a seasonal position (40 hours/week from mid-June to early August) that oversees the day-to-day operations of one programming unit of ADC and provides leadership to that unit’s staff.

Specific Responsibilities
- Provide direct oversight to the Vikings group (9-11 year olds)
- Supervise three (3) Vikings counselors
- Assist with the planning and facilitation of staff trainings and meetings
- Adhere to all policies and procedures stated in the employee manual
- Provide on-going, constructive evaluation to Vikings counselors, including mid-summer and final evaluations
- Assist the director in staff disciplinary procedures involving Vikings counselors
- Participate in weekly administrative staff meetings
- Provide agenda items to the director for weekly staff meetings
- Work all opening shifts
- Provide daily office coverage during scheduled times
- Serve as a Vikings counselor when not scheduled for office coverage or a meeting
- Oversee counselors’ breaks, lunches, and other rotations
- Collect and review paperwork, including medical information forms, waivers, accident reports, and incident reports
- Facilitate late drop-offs and early pick-ups for Vikings campers
- Communicate any necessary information to campers’ parents
- Plan, organize, and coordinate weekly Vikings excursions, including transportation and site representative
- Assist the director in writing the end of camp report
- Other duties as assigned by the associate director or camp director

Additional Requirements:
- Current CPR/AED & first aid certifications
- 2 years prior camp counselor experience
- Staff supervision experience (preferred)