

Job Opening/Description  
Revised April 11, 2023

# Summer Camp Counselor/Programming Specialist

## Big Island, Hawaii

Science Camps of America is seeking Counselor/Program Specialists responsible for assisting in the direction, supervision, and organization of campers in their living unit, within activities, on field trips and throughout the camp for a summer science camp program. Science Camps of America is a 501(c)(3) non-profit corporation based in Hawaii founded in 2012. For 2018, the camp consists of two 10-day sessions from July 1-20. The camp is an overnight co-ed camp for teens entering grades 8-12 with up to 36 campers per session. Counselors/program specialists must be available on-site from June 28-July 21.

Programming Specialists will be responsible for assisting the Program Director in the development and implementation of the camp's program and activities. Specialties sought include lifesaving and first-aid, art and music, photography and videography, Hawaiiana, and outdoor skills. Qualified candidates should have one or more years of experience as a camp counselor. Specific knowledge of the sciences that are the focus of the themes is helpful (geology, oceanography, biology, meteorology, climatology, and astronomy) as is familiarity with Hawaii's (and especially the Big Island's) history, flora, fauna, geology and geography. Qualified candidates must be at least 19 years old.

Please send application and resume to:

Science Camps of America  
Attn: Michael Richards, Exec. Dir.  
PO Box 5031  
Kāne'ohe HI 96744  
Or confidential e-mail to [jobs@sciencecampsamerica.com](mailto:jobs@sciencecampsamerica.com)

### **Position Purpose:**

Counselors are the primary caregivers for each camper. The Counselor is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living skills. Programming Specialists are to further the mission of the camp through the development and delivery of activities that are fun, safe, and appropriate to the campers' age and abilities and reflect the camp's commitment to its educational and developmental goals.

### **Reports to:**

Counselors/Program Specialists report to the Camp Director and to the Program Director.

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**Essential Job Functions:**

1. Assist in the direction, supervision, and organization of campers in their living unit, within activities, on field trips and throughout the camp in order to meet the intended camper outcomes.
  - Apply basic youth development principles in working with campers through communication, relationship development, and respect for diversity, involvement and empowerment of youth.
  - Assure campers are properly supervised at all times.
  - Be aware of and implement safety guidelines.
2. Participate in the development and implementation of program activities for campers within the mission and outcomes.
  - Responsible for leading and assisting with the teaching of activities.
  - Actively participate in all program areas as assigned.
  - Provide for the progression of activities within the framework of individual and group interests and abilities.
  - Assist in program areas such as waterfront, nature, all camp activities, and arts and crafts as directed.
3. Maintain high standards of health and safety in all activities for campers and staff.
  - Provide the daily care of each camper within your supervision including recognition of personal health needs.
  - Ensure that campers receive their medications as directed by health care manager.
  - Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss with camp health manager and/or resident camp director when appropriate.
  - Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to camp director.
4. Be a role model to campers and staff in attitude and behavior.
  - Follow and uphold all safety and security rules and procedures.
  - Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.
5. Programming Specialists:
  - Develop and deliver specialty programs that are appropriate for the age and ability of the campers.
    - Write lesson plans that meet camp outcomes and the abilities of the campers.
    - Implement a variety of age and ability appropriate activities in the specialty areas.
    - Evaluate the success of the specialty program.
  - Assist the Program Director in the implementation of the camp's educational program.
6. Other Job Duties:
  - Contribute to verbal and written evaluations and communication as requested.
  - Participate enthusiastically in all camp activities, planning, and leading those as assigned.

- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Assist in the planning of any special events on or near the waterfront.

**Qualifications:**

- Must be 19 years of age or high school graduate.
- Must be able to obtain or become certified in First Aid/CPR.
- Must submit health history record and examination form prior to first day of work.
- Ability to interact with teens aged 13-19.

**Knowledge, Skills, and Abilities:**

- Understand the development needs of youth.
- Ability to relate to youth and adults in a positive manner.
- Demonstrate knowledge and skill in program areas designated camp program areas.
- Proficiency/education/experience in the selected specialty area.

**Physical Aspects of the Job:**

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Physical endurance including prolonged standing, some bending, stooping, walking long distances, climbing, and stretching.
- Requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities
- Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs.
- The ability to lift up to 50 pounds
- Willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities.
- Willingness to live with daily exposure to the sun, heat, and animals such as bugs, bats, etc.
- Ability to hike five miles at a time.