



JOB DESCRIPTION

Position Title: Lead Camp Counselor	Location: Reno, NV
Classification: <input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Short-term project	FLSA Status: Non-Exempt
Reporting Relationships	
Reports to: Founder	Supervises: n/a

POSITION SUMMARY: The Lead Camp Counselor plans, teaches, coordinates and implements the daily activities of the camp.

ESSENTIAL FUNCTIONS & BASIC DUTIES:

1. Direct the Camp Counselors and Junior Camp Counselors in carrying out the daily camp activities.
2. Ensure that the structure of the day's schedule is followed as intended.
3. Pick up and drop off the activity supply bins and ensure bins have adequate stock.
4. Supervise campers; monitor and report any behavior management concerns to the Founder and/or the parent.
5. Lead in teaching the day's activity.
6. Confirm that all waivers are collected and filed appropriately.
7. Engage with parents/guardians during drop off and pick up and provide instructions.
8. Communicate with parents/guardians by providing updates where required and answering questions about the camp.
9. Greet new arrivals and introduce them to other campers; explain camp and facility rules.
10. Set up and cleanup of the location for the activity of the day.
11. Enforce camp rules and regulations and ensure safety at all recreational facilities.
12. Demonstrate use of recreational equipment and teach participants the principles, techniques, and safety procedures for each activity.
13. Explain the rules and foundations of the day's activity.
14. Participate in the camp activity of the day.
15. Communicate with parents, campers, staff, independent coaches and contractors throughout the day.
16. Assist with marketing and outreach of programs to the community.
17. Maintain awareness of the children's physiological needs, acting upon them as needed.
18. Represent the mission and vision of the Company.
19. If needed, oversee extended care program.
20. Other duties may be assigned.*

KNOWLEDGE, SKILLS AND ABILITY:

- Ability to motivate and lead the team to accomplish objectives.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to take initiative to complete necessary tasks.



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- Ability to maintain an enthusiastic and positive attitude.
- Ability to communicate effectively with co-workers, parents and campers.
- Ability to enforce the camp's safety and operating rules.
- Ability to maintain attention and high level of energy or excitement for extended periods of time.
- Ability to participate in games, sports, and physical activities.
- Ability to demonstrate effective coaching techniques.
- Ability to be patient and understanding when working with children and interacting with parents.
- Ability to demonstrate patience in all interactions with children.
- Ability to be adaptable to work environment, team members and campers.
- Ability to think creatively to keep campers engaged and ensure program goals are being achieved.

EDUCATION AND WORK EXPERIENCE:

- High School Diploma, required.
- At least one (1) year of experience leading a team, required.
- At least two (2) years of experience as an athlete in a sport or sports, required.
- At least one (1) year of coaching and/or counseling experience, required.

CERTIFICATES AND LICENSES:

- Basic First Aid and CPR certification, required.
- Certification or accreditation in a relevant sport, preferred.

PHYSICAL/MENTAL DEMANDS:

Physical Demands: The essential functions of the position require:

- **constant** standing, walking, talking and hearing;
- **frequent** running, jogging, balancing, squatting, plyometric movements, repetitive use of both hands, grasping in both hands, and finger dexterity in both hands, repetitive use of both feet, bending over, lifting/carrying of up to 25 lbs., pushing/pulling, near/far visual acuity, depth perception, field of vision;
- **occasional** reaching overhead, stooping, crouching, kneeling, and driving a vehicle.

Mental Demands: The essential functions of the position require the ability to read and write simple material, perform simple math calculations, and the ability to perform simple and complex tasks; perform clerical functions, compile and analyze information; coordinate and create activities, supervise and instruct others; follow instructions, influence others, meet time requirements, problem solve through use of independent judgment and decision-making skills.

WORKING CONDITIONS:

The noise level in the work environment is usually moderate to loud and the employee usually works in an outdoor environment. Work may entail the use of computer equipment. The employee works alone, with



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others, around others, with verbal and face-to-face contact. Ability to work a flexible schedule including weekends, evenings and holidays

***The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties and skills required of employee(s) so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Skiing is Believing.** Skiing is Believing abides by employment at-will, which permits the Company to change the terms and conditions of employment with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. Neither this job description nor any other written or verbal communications are intended to create a contract of employment or a promise of long-term employment. Employment-at-will may be terminated with or without cause and with or without notice at any time by the Employee or by Skiing is Believing.

I have read, understand and accept this job description as defined above.

Employee Name (please print)

Employee Signature

Date

Job Description Approved by: The Founder

Date Approved: 7/7/22

Revision Approved by: _____

Date Approved: _____