

2020  
Junior Counselor  
Leadership Program  
Application





## Junior Counselor Program

### Important Dates:

<b>Applications Accepted:</b>	February 3 <sup>th</sup>
<b>Deadline for Applications:</b>	March 27 <sup>th</sup>
<b>Remainder of Balance Due:</b>	1 week before the beginning of each session.
<b>Interviews Begin:</b>	April 6 <sup>th</sup>
<b>Interviews End:</b>	April 24 <sup>th</sup>
<b>Notification Deadline:</b>	May 8 <sup>th</sup>
<b>Deposit for Program Due:</b>	May 22 <sup>nd</sup>
<b>Parent Mandatory Meeting:</b>	TBD by location
<b>Junior Counselor Orientation:</b>	TBD by location
<b>Junior Counselor Refresher:</b>	First day of participating session



## Junior Counselor Program Overview

The Junior Counselor Leadership Program is looking for dedicated youth ages 13 – 15 to assist with our summer camps at designated sites, this summer. Participants will have the opportunity for growth and learning while being of service to their community. Spend your day's outdoors and indoors assisting in camp activities such as arts and crafts, sports, games, and swimming while focusing on leadership skill development.

### Junior Counselor Locations for 2020

- James Island Recreation Center (James Island)
- Bees Landing Recreation Center (West Ashley)
- Hazel Parker Playground (Peninsula)
- Tiedemann Park Environmental Education Center (Peninsula)

### Benefits

- Gain experience for future employment and/or school references
- Experience a behind the scenes look at being a counselor
- Exposure to leadership development topics such as goal setting, communication and decision making
- Work as a team with camp staff
- Have fun helping kids
- Gather hours for school, honor society, etc. Participants will receive a certificate at the end of camp.

### Who is eligible?

- Leaders ages 13 – 15
- For Bees Landing & James Island, participants MUST be available a minimum of 2 consecutive session weeks during the summer. Hours required will be discussed in interview.
- For Hazel Parker, participants MUST be available for the entire week in which they commit to from 8:30am-1:30pm.
- For Tiedemann Park, participants MUST be available for the entire week in which they commit from 9:00am-3:00pm.
- Must be available for an interview during the weeks of April 6<sup>th</sup>-24<sup>th</sup>.
- There will be a Junior Counselor Orientation at each respective site (date/time TBD)
- Participants who are energetic, motivated, and willing to work with young children

### How to apply

- The deadline to turn in your information packet to your interested site is March 27, 2020.
- **Selection is not guaranteed.** You will be notified by the site coordinator on your selection status by May 8<sup>th</sup>. Applicants for the program will be required to go through a selection process that includes a personal interview (no phone interviews, as this is part of the learning process). Interviews will be held during the month of April.
- The fee for the program at Bees Landing and James Island will be \$100 for city residents (\$125 for non-city residents) for a two-week session block.
- The fee for Hazel Parker Playground and Tiedemann Park Environmental Education Center is \$50 for city residents (\$75 for non-city residents) for a one-week session block.
- **If selected, a non-refundable deposit of \$50 per session for Bees Landing and James Island, and a non-refundable deposit of \$25 per session for Hazel Parker Playground and Tiedemann Park will be due by May 22<sup>nd</sup>.** The remaining balance will be due one week before each session.



## Junior Counselor Description & Responsibilities

### Position Description

A Junior Counselor is a leader, aged 13 – 15, who is selected to participate in the Junior Counselor program. They assist the summer camp staff with various activities and duties of the daily camp schedule as well as assisting all city camp events.

### Position Supervisors

Junior Counselors at Hazel Parker Playground will be supervised by two Counselors, and Hazel Parker Playground management staff. Junior Counselors are not solely responsible for supervision of the campers; they are present to assist the camp staff and learn how to supervise.

### Responsibilities

1. To attend all phases of training
2. Meet new ideas/activities with an open mind, accept constructive feedback, and make positive changes.
3. Participates in activities and are involved with the children and counselors.
4. Learn and accept all City of Charleston year round and summer camp policies.
5. To respect all City of Charleston property and equipment.
6. To assist in the creation and maintenance of a physically and emotionally safe environment for all participants.
7. To follow the set schedule for service, Monday – Friday.
8. To participate fully in weekly meetings, reviews, and debriefs for the junior counselor program.
9. To assist with preparation, execution, and clean-up of camp programs and activities as assigned, including lunch time. For those camps who attend pools, it is expected that the junior counselor assists with head count and supervision of campers during swim time.
10. To attend scheduled sessions and participate in all camp activities unless excused by prior arrangement. Please communicate these arrangements or conflicts to your supervisors as soon as possible.
11. Communicate issues/concerns in regards to accident and incidents to supervisors.
12. Be a good role model to the younger campers.
13. Teach or lead designated activities/programs on a weekly/daily basis as described in the program.

### Not Your Responsibility

1. Disciplining a camper
2. Taking a child alone into a bathroom
3. Providing first aid/CPR to a child (unless you are certified by the American Red Cross and have cleared it with the recreation department)
4. Supervising a group of children alone
5. Writing up a camper or discussing issues with parents or your friends and family.

### Dress Code

All Junior Counselors will wear designated shirts. JCITs are expected to wear closed toed shoes to protect their feet during participation in all camp activities. Appropriate water clothing can be worn during water activities.

### Discipline

There exists a mutual understanding that you were accepted into the Junior Counselor Leadership program and will be held to the City of Charleston Recreation Department standard. You will be expected to assist camp staff and not need an excessive amount of corrections or reprimands. The program wants to provide an opportunity to learn and grow for youth. However, instances of inappropriate conduct, excessive corrections or reprimands, or failure to follow city policies will not be tolerated. If need be, per the Camp Director's discretion, individuals will be excused from the program.

### Absenteeism

If the Junior Counselor needs to make a schedule change or be absent, please contact your site coordinator. However, if selected and when scheduled for a two-week block, it is expected much like work that you are able to fulfill your selected weeks. As a selected Junior Counselor, if you need a day off, it will be your responsibility (not your parents) to communicate this to the camp director in advance.



