

Summer Programs Counselor
Mercersburg Academy
Office of Summer and External Programs

Job Classification: Staff, Full-Time, Seasonal, Non-Exempt
Reports to: Program Director

Summary

The counselor will be responsible for supporting the director and assistant director in the successful operation of the program, supervising and assisting campers during activities and off-campus trips. Counselors must be able to think quickly on the fly to fill any downtime with exciting activities. Counselor positions are available for various summer programs. Positions range from one-week to six-week commitments. Responsibilities may vary among different programs.

Responsibilities and Duties

- Assist in day-to-day operation and execution of the program by organizing and leading a variety of small- and large-group activities.
- Identify and respond to camper behavior issues.
- Ensure that the summer program areas are kept clean, organized, and free of litter.
- Know and understand ALL emergency procedures associated with the program.
- Know, enforce, and follow all safety guidelines associated with the program and all program areas. This includes but is not limited to being responsible for camper safety and whereabouts at all times.
- Play a key role in the residential life of Mercersburg Summer Programs, including creating a positive and safe atmosphere in the dormitories.

Knowledge, Skills, and Abilities

The ideal candidate is thoughtful, articulate, and passionate about the mission of summer programming at Mercersburg Academy. This position requires individuals who communicate effectively and take initiative.

- Strong interpersonal skills and an ability to work with children in building self-esteem and self-confidence.
- Ingenuity and inventiveness, capable of thinking on one's feet and adapting to changes in scheduling.
- A disciplined, results-oriented, self-starter, demonstrating initiative and the ability to work independently with minimal supervision, while also being able to manage multiple responsibilities.
- Persuasive communication skills in writing, in-person, and over the telephone.
- Outstanding listening and analytical skills.
- A creative, good-natured member of a team with demonstrated collaborative and proactive manners.
- Exceptional organizational skills and attention to detail.

Minimum Qualifications

- 16 years of age or older.
- Previous experience supervising and leading children through activities.
- Camp, daycare, or school experience or familiarity with Mercersburg Academy Summer Programs.

Physical Demands

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- **Environment:** Work is performed in both indoor and outdoor environments where the noise level ranges from quiet to moderately loud. These environments will vary.
- **Physical:** Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; climb stairs; must have the physical ability to lead and participate in camp activities such as hiking, swimming, team building initiatives, building campfires, and physical games and activities; to travel in all modes of transportation; sufficient manual dexterity and hand-eye coordination to operate equipment as needed; and to verbally communicate to exchange information with both English-speaking and non-English speaking contacts.
- **Vision:** See in the normal visual range with or without correction.
- **Hearing:** Hear in the normal audio range with or without correction.

This description is intended to provide a general scope of the position. This job description may include other duties as assigned by the manager.