

JOB DESCRIPTION – SUMMER CAMP MENTOR

University and Campus Recreation Profile

The University of Colorado at Colorado Springs (UCCS) is a burgeoning, regional academic and research university with a rapidly growing student enrollment of 9,750; 40 % of which are first-generation college students. The university offers 36 bachelors, 19 masters and 5 doctoral degree programs through its six colleges, with a student-to-faculty ratio of 18:1. UCCS is ranked 9th amongst Western regional public universities and 9th best undergraduate engineering program in the nation according to *U.S. News & World Report*, and *GI Jobs* ranks UCCS within the top 15 % of military friendly colleges and universities.

Pikes Peak, America's Mountain as it is known, forms a breathtaking backdrop for the LEED Gold Certified UCCS Recreation Center, serving between 550 and 600 students and faculty/staff daily. Campus Recreation and staff are committed to student development, diversity and sustainability, all while encouraging healthy lifestyles through extensive programs and services. Like the university itself, Campus Recreation is undergoing considerable growth, currently in the construction phase of an 84,000 SF artificial turf field to open spring 2014, and planning phases of the recreation center expansion to open summer 2015. The recreation center expansion will increase fitness activity space from 54,000 to 118,000 SF.

Summer Camp Program Description

The Summer Camps program at Campus Recreation provides quality activity-based and educational opportunities in a fun environment for children ages 5 and up, incorporating the unique resources and topography of the University of Colorado at Colorado Springs campus. Half- and full-day camp options are available, each with a specific focus and theme.

2014 summer camp options include:

Mountain Lion Adventures – fun in a learn-to-play atmosphere

Mountain Lions in Motion – fitness and wellness approach

Outdoor Exploration – focuses on outdoor education

Mandatory summer camp mentor training early June. Exact dates TBA.

Job Responsibilities

The Summer Camp Mentor reports directly to the Associate Director and is responsible for developing and fostering meaningful relationships with campers, while collaborating with other counselors to ensure a cohesive environment for all involved.

SUPERVISION AND GROUP MANAGEMENT (50%)

- Supervise and actively participate with groups of campers in a variety of indoor and outdoor activities, including swimming, climbing, arts and crafts, teambuilding games, educational sessions and more. Includes locker room supervision
- Assist campers with belongings, lost-and-found, sunscreen/hydration, trash pick-up, etc.
- Ensures camp safety and security, enforces all safety and risk management policies
- Collaborate with Summer Camp Program Assistant and Associate Director in making decisions and ensuring safety of campers in extreme weather conditions
- Resolve disciplinary problems appropriately, complete incident reports as needed
- Maintain good relationships with parents of campers

- Serve as role model in maintaining hygiene and cleanliness, punctuality, sharing clean-up duties, sportsmanship and good manners

PROGRAM INSTRUCTION (30%)

- Lead age-appropriate games, projects, stories and activities. Engage campers
- Assist instructors with teaching and educational sessions
- Responsible for activity and educational session area set-up and clean-up
- Educate campers regarding emergency procedures and ensure procedures are followed when necessary, and all campers are accounted for

ADMINISTRATIVE (15%)

- Submit daily camp reports to Summer Camp Program Assistant / Associate Director
- Attend weekly camp counselor meetings

OTHER (5%)

- Assist with registration, sign-in and sign-out as needed
- Miscellaneous tasks as requested by Summer Camp Program Assistant / Assoc Director

Hours

- Monday - Friday, 40 hours per week
- Camps are only offered during select weeks in the summer. Summer 2013 schedule: Weeks of June 10th, July 15th and July 29th

Compensation

\$9/hr

Required Qualifications

- Summer camp mentor candidates must be aged 19 or older
- Friendly and outgoing personality, highly structured and organized
- Work as well independently as counselor does in team environment
- Previous experience in customer service or public relations
- American Red Cross First Aid / CPR / AED certified
- American Red Cross Bloodborne Pathogens training
- Mandatory attendance at summer camp mentor training all day June 3rd and 4th

Preferred Qualifications

- Have previously worked with children, or with children in camp environment preferred
- Formal training child development, elementary education, early childhood, recreation, or similar fields preferred