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**BIRMINGHAM PUBLIC SCHOOLS  
BIRMINGHAM, MICHIGAN**

**VACANCY ANNOUNCEMENT  
SUMMER CAMP COUNSELOR**

**POSITION:** Summer Camp Counselor, Community Education Department

**LOCATION:** Berkshire Middle School

**DATES:** On-site responsibilities are June 20 (set-up 8 a.m.-1 p.m.) Summer camps run June 23 – August 8.

**JOB SUMMARY:** Summer Camp Counselors report to the Summer Camp Site Supervisor and are responsible for providing assistance to teachers, parents, contractors and/or students as directed by the site supervisor.

**MAJOR DUTIES AND RESPONSIBILITIES:** Assist with transitions between programs. Assist teachers/contractors with projects and/or students needing additional support. Supervise students at various times throughout the day. Any other duty as assigned by the site supervisor.

**QUALIFICATIONS:**

The person or people selected will demonstrate the best combination of the following attributes:

1. Consistent Availability
2. Experience in a Childcare/School Environment.
3. Evidence of the candidate's ability to be a role model for younger children must be demonstrated through:
  - References confirming dependability and reliability
  - Interview confirming candidate's ability to effectively communicate
  - Skill and sensitivity in working with all members of the school community
4. Commitment to community education philosophy.
5. Evidence of the candidate's ability to provide innovative, creative problem-solving skills.
6. Evidence of the candidate's ability to work cooperatively with others in a leadership role.
7. Must be at least 16 years old.

**WORK SCHEDULE:** Monday-Friday, June 23-August 8\* (No Camps June 30-July 4)

*\*Employees are also expected to work during set up on Friday, June 20<sup>th</sup> from 8am-1pm.*

AM Kids Club: 7:30-9:00am

AM Camps: 9am-12pm

Lunch: 12-12:30pm

PM Camps: 12:30-3:30pm

PM Kids Club: 3:30-6:00pm

*\*Actual shift will be based upon availability and need, and will be no more than 8 hours per day.*

**SALARY:** \$15.09/Hour

**PROGRAM DESCRIPTION:** Summer Fun Camps, offered by the Community Education Department of the Birmingham Public Schools, provides enrichment and recreation programs that are both fun and educational for Pre-K through 8th grade students. Each student creates a schedule tailored to their interests and their parents' needs.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Assists the Site Supervisor as needed.
2. Assists the Site Supervisor in supervising the daily operation of the building.
3. Work with directors/staff as needed to ensure smooth operation of the extended day program (Kids Club).
4. Assists with summer office operations (office staff, makes sure correct procedures are followed).
5. Assists the Site Supervisor with attendance.
6. Assists the Site Supervisor with student transition and communication.
7. Assists in supervision of student lunch period.
8. Assists Site Supervisor with morning arrival and afternoon departure time to see students safely delivered and picked up.
9. Assists in maintaining centrally stored instructional materials and tech. equipment and distributing materials and equipment to staff.
10. Assists with initial "check-in" and final "check-out" of building at the beginning and end of the program. Assists in supervising distribution of materials and supplies to classrooms and the set-up of the camp the week preceding the opening of the program.
11. Assists with organizing storage of materials and supplies at conclusion of the program.
12. Assists Site Supervisor in providing a camp summary with recommendations for future programs.
13. Other duties as assigned by the Community Education Specialist or Site Supervisor.

**METHOD OF APPLICATION:**

Complete the preliminary application found in this link: [Summer Camp Counselor Application](#)  
The link is located at the bottom of the left column on the homepage at [www.communityed.net](http://www.communityed.net).

Questions can be directed to Jilly Fill, Community Education Specialist at [jfill@birmingham.k12.mi.us](mailto:jfill@birmingham.k12.mi.us)