

Position Title:	Summer Camp Counselor	Service Category:	CORE Susquehanna AmeriCorps	
Service Site:	Donald L. Heiter Community Center, Inc.	Date Submitted:	[03/03/2023]	
Site Address:	100 North 5 th Street, Lewisburg, PA 17837	Travel Required:	[Yes]	
Compensation:	Living Stipend - \$5,000 Education Award - \$1,718.25	Service Term:	May 23, 2023 through August 5,2023	
Host Site Supervisor:	Andrea Tufo & Billie Hoover	Email:	Donaldheiter@gmail.com	
Phone:	570-524-5000	Posting URL:	www.coreamericorps.org	
Applications Accepted By:		Person and phone to contact for interview if different from supervisor:		
Email Jess Krispin CORE Susquehanna AmeriCorps Program Director jkrispin@union-snydercaa.org		Same as above		

Member Position Summary

The Mission of CORE Susquehanna is to serve community needs through member service in areas of Healthy Futures, Education, Volunteer Management and Community Service Projects.

In addition to the member position summary and duties, ALL AmeriCorps members are required to participate in CORE AmeriCorps Group Activities. AmeriCorps members may not participate in any activities included in the Prohibited Activities as listed in the 'Partner Site and Member Agreements'.

The AmeriCorps members hold an important role during our Summer Camp program. They provide assistance in planning and execution of our curriculum, and help staff members supervise large groups of children during activities, on field trips and during play times.

The Community Center is a place for all people and our participant base is a representation of the general population however we also are a safe place for minorities therefore we have a large population of underserved individuals. For this position success is when every child enrolled is having a safe, fun, summer experience.

The ultimate goal for all adults involved with our programs is to maintain the utmost attention to youth safety and well-being while they are guests, to aid in the facilitation of a well-organized and structured program, and to achieve adaptation with our programs without losing their individuality.

Duties and/or required training

- Maintain high standards of health and safety in all activities for campers and staff.
 - Ensure the daily care is provided for each camper and recognize personal health needs. Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss concerns with camp director/coordinator when needed. Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to, report repairs needed promptly to head counselor.
- Be a role model to campers and staff in your attitude and behavior.
 - Follow and uphold all safety and security rules and procedures. Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, sportsmanship and respect to differences.
- To help identify and address social anxiety issues in youth regarding Post-Covid-19 and other social issues.
- To help assess the school readiness of participants and help them improve academics as needed.



- To help youth learn how to have fun and socialize in a socially distant environment.
- Other job duties

Participate enthusiastically in all camp activities, planning, and leading those as assigned.

Maintain professionalism at all times while involved, whether on the clock or not.

Observe campers behavior, assess its appropriateness, and apply applicable behavior-management techniques if needed.

Escort campers to all activities and workshops and help with clean-up.

Encourage respect for personal property, DHCC Property, equipment, and facilities.

Prepare for and actively participate in pre-camp training and meetings.

Assist camp directors/coordinators in moving camp supplies and general camp preparedness.

Cooperation with the entire summer programs team in working together for the welfare of the camper, campers, and community.

To inform the camp director/coordinator immediately for any personal, medical, or social concerns of the campers and/or staff.

Interaction with the campers – do not use your cell phone, text, no laptops, no ipods – do not work on homework, or hobbies such as knitting, etc... during working hours.

Attend open houses and conferences, as needed.

Do reports of student progress

Manage Volunteers

- Participation in CORE AmeriCorps Group Activities (Required)
- Members may not participate in any activities included in the Prohibited Activities as listed in the
 'Partner Site and Member Agreements' This position description is an Addendum to the Member
 Agreement. (Required).

Prohibited Activities

In order to comply with federal regulations, AmeriCorps members assigned to this site are prohibited from:

- a. Attempting to influence legislation;
- b. Organizing or engaging in protests, petitions, boycotts, or strikes;
- c. Assisting, promoting, or deterring union organizing;
- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytizing.
- h. Providing a direct benefit to a business organized for profit, a labor union, a partisan political organization; a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative, and an organization engaged in the religious activities, unless Corporation assistance is not used to support those religious activities.
- i. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as the Corporation may prohibit.



Minimum Qualifications (Academic, Physical or Experience)

- Driver's License
- 18 years or older
- Experience working with children
- Physical Requirements

Ability to communicate and work with groups and provide necessary instruction to campers and staff.

Visual and auditory ability to identify and respond to environmental and other hazards related to camp activities.

Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision.

• Additional physical requirements of a Summer Camp Counselor position could be endurance including prolonged standing, some bending, stooping, walking long distances, climbing stairs, stretching; requires hand-eye coordination and manual dexterity to manipulate outdoor equipment such as times when we might canoe or set up equipment to play volleyball; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs; willing to live in a camp setting (we have a one week overnight camping trip) and work irregular hours; and with daily exposure to the sun and heat. We also take walking trips to local parks, pools, and weekly field trips to amusement parks, state parks, museums, etc. which can be physically taxing.

Proposed Weekly Schedule and Required Number of Hours per week.

The Summer Day Camp Program is open Monday- Friday from 6:00 AM- 6:00 PM. Typically AmeriCorps Members work 8 AM- 4 PM or 9 AM- 5 PM, M-Th and on Fridays (or occasional Thursdays) we work whatever is needed to support the field trip. Minimum average of 35 hours per week required to complete the program year. There is also a one week overnight camping trip from June 26-June 30 that all staff are required to attend.

Evening and weekend work is optional with the exclusion of Nation Night Out, in Lewisburg, IF they decide to host it in 2023. Based on previous years that will be held Tuesday, August 1, 2023 from 5 PM-8 PM.

On Mondays and Wednesdays we go to the swimming pool. On Tuesdays and most Thursdays we go to the playground. On the following dates we have potential field trips

Fridays, June 16, 2023 Thursday June 22, 2023 or Friday June 23, 2023

Overnight Camping Trip Monday June 26- Friday June 30 (in cabin camping)

CLOSED Monday July 3 & Tuesday July 4

Thursday, July 13, 2023 Friday, July 21, 2023 Thursday, August 3, 2023

Will the member be serving vulnerable populations (children, youth, elderly, disabled)?

⊠ Yes □ No								
I understand the expectations and requirements of this position. I understand that this position description is an addendum to the AmeriCorps Member Agreement.								
Member Name: []								
Signature of Member Accepting Position:		[Date:]						
Signature of Site Supervisor:		[Date:]						
Signature of AmeriCorps Staff:			Date:	· · · · · · · · · · · · · · · · · · ·				