

Camp Counselor

Job Description 2011

Gifted and Talented Youth Program

Program Assistants are responsible for a range of duties both inside and outside of the MSU G&T classroom. Although certain activities are typical, tasks and responsibilities can and do change according to each day's needs and may vary slightly from classroom to classroom. Specific tasks and responsibilities in the classroom might include assisting with instructional preparation, aiding the instructor with classroom management, gathering anecdotal information for evaluations, tutoring students, helping with clerical tasks such as typing and photocopying, teaching the class as requested by the instructor, and generally helping to ensure that the class runs smoothly. Counselors are the primary people responsible for supervising students during lunch, breaks and afternoon recreational activities. As part of their supervisory duties, Counselors are required to sign in and assist students at the morning drop-off and afternoon pick-up. In addition, Counselors will plan and lead 6th period Imagination Station. Counselors will provide additional support to twice exceptional students.

Supervision

1. Counselors are supervised by the site directors with oversight from the Assistant Director.

Work Schedule

2. Counselors work Monday- Friday 7:30 am-6:00 pm – full day position

Or 7:30-12:30 OR 12:30-6:00 – half day

Before Arriving at the Site:

1. Familiarize yourself with any program materials emailed or mailed to you.
2. Complete CPR training and any pre-summer training before reporting to the site.

Before the Students Arrive:

1. Attend the mandatory training/orientation program which includes CPR and first aid
2. Work with the instructors to set up the classroom and finalize remaining course planning
3. Familiarize yourself with the course materials

Opening Day through Closing Day

1. Sign in and assist students with drop-off in the morning and pick-up in the afternoon
2. Assist the instructors and the site director with any disciplinary or academic problem a student may be having as soon as you are aware of the problem. Complete a concern/incident/medical report to document a students' illness, injury or misconduct.
3. Assist in ensuring the health and safety of all students by following site medical sequence covered in orientation and written materials.
4. Attend the meetings with the site director and any additional meetings called by the director or assistant director of the MSU G&T program.
5. Assist the instructor with instructional or laboratory set-up, clean-up, and end of session inventory.
6. Take notes on students' in-class work, as well as class participation, as requested by the instructor to help provide information for students' final evaluations.
7. Cooperate with observers of the class or activity periods including the Celebration of Learning on the last day of each session.
8. Assist in the preparation of narrative student evaluations including the sharing of anecdotal notes collected during the three week session. This may include associated clerical tasks.
9. Take attendance for building to which you are assigned
10. Assist students with lunch in the dining hall.
11. Escort students to restroom as needed
12. Escort students to their classroom/building as needed
13. Sign out and assist students at the end of the day at pick up site.

After Students Depart

1. Assist with the site closing as requested. Tasks may include inventorying and packing afternoon activity supplies and classroom materials.
2. Be sure that the Program Director has your address, email, and telephone number where you can be reached during the upcoming academic year.