



JOB DESCRIPTION

JOB TITLE: Camp Counselor (two positions available)	Date: 01/03/2025
Work Hours: Full-time limited-term employment (LTE). In addition to the 7 weeks of camp (June 16 - August 1), this position will include approximately 3 days of training pre-camp as well as the oversight of campers in the Sweet Pea Parade. M-F 8 am-4 pm.	Wage: \$16.00/hour

Brief Job Summary: Works with Camp Supervisor, co-counselor, and Volunteer & Outreach Manager to supervise and facilitate weekly sessions of Heart of the Valley Pet Pals day camp. Co-counselors share responsibility for supervising up to 25 youth, ages 6-12, during 7 one-week sessions culminating in participation in the 2025 Sweet Pea Parade. Assists in developing camp activities and works closely with camp volunteers.

Essential Job Functions Include:

(Other duties may be assigned by the Volunteer & Outreach Manager per training and qualifications)

Program Coordination & Preparation:

- Encouraging a safe and positive learning environment for all participants, regardless of age or ability.
- Leading and supervising campers in providing a positive, safe, and educational experience for up to 25 campers at a time, ages 6-12.
- Work independently and as a team with the Camp Supervisor, Volunteer & Outreach Manager, and Co-Counselors to create, analyze, prepare for, and successfully run all camp activities.
- Work with the Volunteer & Outreach Manager and Operational Staff to learn Pet Pals curriculum and animal handling/enrichment policies and procedures.
- Maintain the health and welfare of animals that participate in camp.
- Assist in planning and executing camp activities as well as lesson planning.
- Maintain a clean and organized environment wherever camp activities are held.
- Provide critical and timely feedback to the Volunteer & Outreach Manager throughout camp.
- Create a professional and friendly interface with parents/guardians of camp participants.

Special Machines, Tools, and Equipment Used:

- Industrial washer/dryer, computers, standard office equipment.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty and task satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform essential job functions.

- High School education or GED.
- Must be comfortable working with children of varying ages and animals of all kinds.
- Must achieve certification in First Aid and Child CPR prior to the first camp session.
- Must be able to work outdoors in all types of weather.
- Ongoing commitment to the mission, policies, and goals of HOV.
- Must pass a background check.

Application Instructions: Complete the application for employment on Heart of the Valley’s website. Please include a resume and references. Direct any questions to Madi Carlson, Volunteer & Outreach Manager: volunteer@heartofthevalleyshelter.org or (406) 388-9399 ext. 223.

I understand the requirements of this position. I also understand that the duties listed above may not be all-inclusive of the duties I will be required to perform.

Signature: _____ Date: _____

Employment Disclaimer: This job description is not a contract – management reserves the right to change its contents at any time. This organization complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability or status as a disabled veteran of the Vietnam era. This organization is an Equal Opportunity Employer.