



Job Title:	Big Sky Youth Corps Intern/Jr. Counselor	Job Category:	Part Time or Full Time
FLSA Status:	Non-Exempt/ Hourly	Position Type:	Seasonal
Reports To:	Youth Programs Manager	Supervises:	No One
Pay Scale:	\$10.00- \$12.00 / hour DOE and CAS IB service hours up to 75 hrs		
Expected Schedule:	<i>Mon-Thurs 3:30-6:00pm</i>		

POSITION SUMMARY

ASP Counselors work along side the Youth Programs Manager to help facilitate after school programming. They are tasked with overseeing the kids and helping the Youth Programs Manager to carry out the program. Counselors are expected to help individual students with homework, facilitate active activities, carry out craft activities, and help maintain a safe, enriching environment that allows students to flourish while staying keen on any instances of bullying or harassment. Counselors of eligible high school age will be able to qualify a portion of their work towards their CAS IB service hours as well as receive a stipend for their hours worked.

ESSENTIAL JOB FUNCTIONS

To perform this job successfully, an individual must perform these essential duties satisfactorily:

Youth Childcare Attendant- 100%

- Be attentive to and respond to participant, parent, staff and guest needs.
- Help prepare, clean, and maintain a friendly, inviting space at the facility daily.
- Assist participants with homework to the best of your abilities.
- Perform daily sanitizing and cleaning procedures.
- Oversee free-play in a way that is attentive to individual participant needs as well as watching out for and addressing any signs of bullying.
- Set up and participate in group activities in a safe, fun, and educational manner.
- Communicate with all staff, including the Youth Programs Manager throughout the day.
- Maintain an exciting, inspiring energy to share with the participants.
- Be able to manage participant behavior in a way that aligns with BSCO values.
- Apply situational-awareness to make on-the-go decisions with safety as the top-priority and respond to any first aid needs.
- Become a part of our camp community, developing relationships with campers, parents, staff and guests.
- Work the entirety of their contract and communicate any time-off needs to the Youth Programs Manager in a timely manner congruent to their contract stipulations.

EDUCATION | EXPERIENCE | CERTIFICATIONS

- Experience working with children
- Prior experience working at a camp or within similar setting
- Prior experience working in a childcare settings: babysitting, mentoring, tutoring, volunteering



PHYSICAL REQUIREMENTS

- Must be able to work indoors and outdoors in variable weather conditions and extreme changes in temperatures.
- Must be able to work in a moderately noisy environment.
- Must be able to listen, hear and talk in the English language.
- This position is very active and requires employees to frequently stand, walk, run or sit for long periods of time throughout the workday.
- Regularly required to climb or balance, mop and sweep.
- Must be able to frequently lift a minimum of 50 pounds without assistance and occasionally lift up to 100 pounds with the assistance of another team member or mechanical assistance (such as a hand cart, etc).

PERFERRED SKILLS, ABILITIES AND BACKGROUND

- Excellent leadership and interpersonal skills.
- Experience tutoring or a familiarity with the Ophir Elementary curriculum.
- Knowledge of and willingness to participate in games, activities, crafts, and sports.
- Ability to confidently manage participant behavior.
- Receive and utilize First Aid and CPR training.
- Willingness to bring energy and enthusiasm on a daily basis.
- Must be able to pass a background check.

DISCLAIMER AND ACKNOWLEDGMENT

This job description is only a summary of typical functions and essential duties being performed by individuals assigned to this position. The actual duties, roles and responsibilities may differ slightly from this job description and is not intended to be an exhaustive list. In signing this form, I understand the position's requirements and I acknowledge that I can perform these essential job functions satisfactorily, as outlined above.

Employee's Signature		Date:	
Employee Name (print)			
Approved By:		Date:	
Last Updated By:	Richard Sandza	Date:	9/8/2021