



**Title:** Summer at Brookwood Camp Counselor (Summer 2024)

**Status:** Temporary/Seasonal (6 weeks - dates below)

**Schedule:**

- Monday - Friday, 8:45 a.m. - 3:15 p.m. during the following weeks:
  - Mon. 6/17 - Fri. 6/21 (no camp Wed. 6/19)
  - Mon. 6/24 - Fri. 6/28
  - Mon. 7/8 - Fri. 7/12
  - Mon. 7/15 - Fri. 7/19
  - Mon. 7/22 - Fri. 7/26
  - Mon. 7/29 - Fri. 8/2
- Please note:
  - A commitment for all 6 weeks is preferred but not required
  - Additional hours (1 hour before and/or after camp) are available

**Compensation:**

- \$18/hr

**Orientation:** TBD

**Reports To:** Director of Auxiliary Programs

**About Brookwood:**

Brookwood School is a PreK-8 independent school located on a beautiful 30-acre wooded campus in Manchester, MA along the coastline of the North Shore of Boston. Brookwood's mission is to foster a joyful community of lifelong learners and upstanding global citizens who embrace a culture of curiosity, kindness, and academic accomplishment.

**Candidate Characteristics:**

Summer at Brookwood staff members are kind, responsible, and reliable individuals with a desire to create a joyful, playful, and welcoming summer camp atmosphere. Successful candidates are hard-working and enthusiastic, and they demonstrate strong interpersonal skills with youth.

**Job Responsibilities:**

- Ensuring student safety and wellbeing at all times by:
  - Maintaining camp ratios
  - Transitioning students around campus
  - Being with students at all times and/or knowing their whereabouts
  - Taking attendance
  - Communicating with camp leadership about incidents or concerns
  - Following all health, safety, and emergency protocols
- Supervising and engaging children in large and small group settings by:



- Planning and leading high-quality, developmentally appropriate activities for campers, both indoors and outdoors, at various points throughout the day
- Supporting Day Camp specialists & Speciality Camp staff as directed
- Positively representing Summer at Brookwood by:
  - Being a role model for campers
  - Interacting professionally with families
  - Working in partnership with camp leadership
  - Maintaining professional boundaries with campers
- Other duties as assigned

### **Requirements:**

- 16+ years or older
- Per MA regulations, Camp Counselors must have either participated in summer camps as a camper or Junior Counselor OR have more than 4 weeks experience supervising children, and Junior Counselors must have either participated in summer camps as a camper OR have more than 4 weeks experience supervising children
- Per MA regulations, participation in camp orientation is required
- Interest in working with children is required
- Transportation to get to work on time is required
- Willingness to be outdoors in a variety of weather conditions, within reason, is required
- Employment is contingent on candidates passing a background check (CORI, SORI, and fingerprinting)

### **How to Apply:**

A resume should be sent to Brookwood's Auxiliary Department via the following email address. We will confirm receipt of all applications and qualified candidates will be offered an initial interview via Zoom.

[summer@brookwood.edu](mailto:summer@brookwood.edu)

*Brookwood School is a non-denominational independent school in Manchester, Massachusetts serving students in Early Childhood through Grade Eight. We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, gender identity, sexual orientation, and other characteristics protected by law. We encourage those who may add to the diversity of our community to apply, including those historically underrepresented in independent school settings, such as people of color and those who identify as part of the LGBTQ+ community.*