



# Junior Counselor Program Guidelines

## Objective & Benefits of the Junior Counselor Program

The Junior Counselor program has been developed to allow youth ages 13-15 the ability to gain valuable leadership skills through involvement in the West Lafayette Parks & Recreation Summer Camp program. This program will allow participants to obtain work experience in a day camp setting, while also learning valuable skills. The Junior Counselor program will provide participants with valuable work experience in a fun, relaxed setting. All Junior Counselors will be able to participate in camp activities and will also be able to take part in additional activities unavailable to campers. This program will introduce participants to the process of applying for a job, as well as going through the interview process. If a participant is chosen to become a Junior Counselor, he/she will gain valuable experience, and will have a leg up on the competition when it comes to future job experiences.

## Candidate Qualifications

- A. All eligible participants will be at least 13 years of age on the first day of camp, and not older than 15.
- B. Candidates must be willing to undergo an interview process, similar to one that all Summer Camp staff goes through.
- C. Candidates must possess a high degree of maturity, responsibility, enthusiasm, and reliability.
- D. Candidates must be willing to lead by example and act as a role model for the younger campers.

## Selection Process

All eligible candidates must complete & turn in the Junior Counselor application. Applications may be submitted beginning March 1st. The application can be

turned in at the Dennis Wellness Center or email to [wellness@westlafayette.in.gov](mailto:wellness@westlafayette.in.gov). Once the applications are reviewed, interviews with potential participants will be conducted. Interviews will begin mid-March and continue until all Junior Counselor positions are filled.

If selected for an interview, applicants should treat this as they would any job interview. Since this will be the first interview for most applicants, some things to keep in mind are to show up to the interview on time, be enthusiastic, have a positive attitude, dress appropriately, and answer all questions to the best of your ability.

After interviews are completed, all applicants will be notified whether or not they will be accepted in the program.

### **Job Description & Responsibilities**

- The purpose of being a Junior Counselor is to assist the West Lafayette Parks & Recreation Summer Camp staff in the implementation and daily programming of the West Lafayette Parks & Recreation Summer Camp.
- As a Junior Counselor, you will work hand in hand with the Camp Counselors and will be under the supervision of the Youth Development Coordinator.
- Duties:
  - a. Attend biweekly development sessions to further skills.
  - b. Mentor struggling campers and assist Counselors in camper supervision. Junior Counselors are not allowed to supervise campers alone, discipline campers, or administer medications of any type.
  - c. Plan and lead at least 1 activity per week. Plans must be preapproved by the Youth Development Coordinator. Junior Counselors will be expected to actively participate in camp activities, and not to become a distraction to the Camp Counselors.
  - d. Assist Counselors with the setup of games and activities, distribution of arts and crafts items, etc.
  - e. Reports on program and camper issues to the Counselors and/or Head Counselor.

## **Training Requirements**

All Junior Counselors will be required to complete the entire application and interview process. Junior Counselors will also attend weekly meetings and development sessions which will allow them to learn and practice valuable skills related to working with children.

## **Financial Obligations and Requirements**

As a Junior Counselor, you will be allowed to attend the West Lafayette Summer Camp at a reduced rate. The cost will be \$75/week for Wellness Center members and \$90/week for community members. This fee covers all field trips, snacks, and transportation. Junior Counselors will also be responsible for providing their own lunch daily. In addition to all of the normal camp field trips and activities, Junior Counselors will have other opportunities throughout the summer to take part in activities that will only be made available to Junior Counselors.

## **Hours of Work**

Junior Counselors will be expected to work Monday-Friday from 9:00 AM – 4:00 PM. They may stay for before care (7:30-9:00 am) and after care (4:00-5:30 pm) if they wish. Camp will begin on May 28<sup>th</sup> and will run through August 9<sup>th</sup>. Junior Counselors are required to attend camp for a minimum of 6 weeks.

## **Dress Code**

Junior Counselors will be expected to adhere to the same dress code as all other West Lafayette Summer Camp staff. Staff appearance is very important in how we are perceived by our patrons. Although our atmosphere is informal, it is vital that the West Lafayette Summer Camp staff be dressed appropriately. No cut-off shorts are to be worn on duty. Shorts should be of an appropriate length, and Junior Counselors must wear closed toed shoes each day. Sandals and flip flops are only worn at the pool. A good rule of thumb is that if you have to question whether or not you should wear something, don't wear it. Junior Counselors will not be allowed to carry personal cell phones. Cell phones, along with all other personal items, need to be left at home and not brought to camp where they can become a distraction.

## **Junior Counselor Standards for Professionalism**

As a Junior Counselor, you will be expected to uphold a higher standard. Campers will look to the Junior Counselors as role models, and as such, rule violations within the program will be taken very seriously. Based upon the severity of the infraction, rule violations can result in an oral reprimand, written reprimand, parent conference, suspension, or dismissal from the Junior Counselor program.

Junior Counselors will be expected to follow all camp rules and policies. The following is a list of professionalism standards for Junior Counselors:

- P**- Present your best self
- R**- Respect Others
- O**- Own your actions
- F**- Find the right words
- E**- Establish proper communication
- S**- Social media (no phones at camp, be responsible with your social media outside of camp)
- S**- Social graces (Use your manners! 😊)
- I**- Interact well with others
- O**- Own your “stuff”
- N**- Never miss an opportunity to listen
- A**- Always be receptive to feedback
- L**- Leave em’ wanting more

As a Junior Counselor, if you follow these guidelines, you will have a rewarding and enjoyable summer experience!