



**Position Titles:** Summer Day Camp Classroom Counselor  
**Reports To:** Program Director

**Mission Statement:** Girls Place, Inc. is a non-profit organization dedicated to empowering girls of all racial, religious and economic backgrounds to GROW confident, strong, and independent in order to thrive in the world around them.

**Supervises:** Members and volunteers

**Job Summary:** Counselor is a part-time position and is responsible for implementing the Girls Place curriculum. A counselor takes all opportunities to nurture positive experiences for the girls and work closely with other program and administrative staff to make this possible.

**Qualifications:** Child Development Certification or youth related college level courses are preferred. Previous experience with youth is recommended. Position requires reference checks and an FDLE Level II background screening. Need to be currently DCF certified with 40 hours of training classes or currently enrolled in DCF classes to obtain certification (paid for by employee). Taken all 8 Office of Early Learning certification classes before entering a classroom with girls.

**Hours Required:** Weekdays during the summer starting June 4th-August 10th, all day during the 10 week Summer Day Camp program (8 hour work days, 5 days a week).

**Salary Range:** Minimum wage per hour

**Performance Standards:**

- Dedicated to House Rules and promoting a positive environment to fulfill Girls Place's mission
- Ensures a safe environment for the girls
- Follows structured pre-determined lesson plans
- Maintains a clean and healthy facility
- Creates structure and organization in implementing curriculum
- Manages group behavior and resolve conflict as needed
- Attends scheduled staff meetings
- Additional tasks as assigned by supervisors

**Agency Requirements:**

All employees of Girls Place are expected to demonstrate a commitment to:

- Promoting diversity and equality
- Professional ethics and standards
- Flexibility and teamwork
- Protection of confidentiality

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, sit, carry, push, pull, bend, stoop, reach, talk and hear. The employee must occasionally lift and/or move up to 10 pounds of materials and at times lift and/or move up to 25 pounds of equipment.

**Affirmation:**

I will strive to practice these principles daily in my work in order to create an atmosphere where clients and staff are heard and responded to appropriately.

I agree to be held accountable for my actions and agree to hold co-workers accountable in order to create a responsible environment.

I recognize that providing and supporting quality client services is the priority and my actions, attitude, and involvement should positively impact every donor's experience.

	I <b>do not</b> need any accommodations to complete my work as described above.
	I <b>do</b> need special accommodations to complete my work as described above. The following is a description of the special accommodations I need:

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation:

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with Girls Place.

\_\_\_\_\_  
**EMPLOYEE'S NAME (Print)**

\_\_\_\_\_  
**SUPERVISOR'S NAME (Print)**

\_\_\_\_\_  
**EMPLOYEE'S SIGNATURE**

\_\_\_\_\_  
**SUPERVISOR'S SIGNATURE**

\_\_\_\_\_  
**DATE**

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**DATE**