

The Learning Center at PARI (LCAP) Summer 2020 Counselor Job Application

Welcome to the launch of our summer 2020 programs. After nearly two decades of supporting the research and projects of extraordinary undergraduates during our summer season, we have found that the most rewarding experiences have been reported by those who have become involved in the camps and workshops offered to younger students. When they have taken responsibility for an aspect of curriculum like breaking news in astrobiology, an instrument like a radio telescope, an activity like building and launching model rockets, or even guiding morning jogs through the trails on the site, they become a part of the inspiration LCAP sparks in others and feel a sense of ownership over a facility that has shaped lives.

So, our summer positions combine the best of what has been done in the past. We'll be looking for candidates who are interested in taking on two roles. Part of the summer will consist of hands on education, research, and recreational activities with campers and becoming a role model and guide for their exploration of STEM and space science. These counselors will also have the opportunity to plan their own research or project while taking advantage of LCAP facilities, instruments and the support of its staff.

In this package you will find:

1. The description and duties of the camp counselor position
2. The expectations & requirements for research and projects

To apply:

- Read this package
- Submit resume, and any required documents listed within to HR Director Ann Daves, with the subject line "2020 Camp Counselor Application" adaves@pari.edu

We at LCAP thank you for your interest in this exciting new opportunity!



Job Description

Job Title: Camp Counselor
Dates of Employment: May 29, 2020 through August 11, 2020
Classification: Nonexempt
Reports to: Executive Director

Position Purpose:

Counselors are the primary caregivers for each camper. The Counselor is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living skills.

Essential Job Functions:

1. Assist in the direction, supervision, and organization of campers in their living unit, within activities and throughout the camp in order to meet the intended camper outcomes.
 - a. Apply basic youth development principles in working with campers through communication, relationship development, and respect for diversity, involvement, and empowerment of youth.
 - b. Assure campers are properly supervised at all times.
 - c. Be aware of and implement safety guidelines.
2. Participate in the development and implementation of program activities for campers within the mission and outcomes.
 - a. Assist or lead in the teaching of activities.
 - b. Actively participate in all program areas assigned.
 - c. Provide for the progression of activities within the framework of individual and group interests and abilities.
 - d. Assist in program areas such as waterfront, nature, arts and crafts, and all other camp activities as directed.
3. Maintain high standards of health and safety in all activities for campers and staff.
 - a. Provide the daily care of each camper within your supervision including recognition of personal health needs.
 - b. Ensure that campers receive their medications as directed by a health care manager.
 - c. Be alert to camper and staff health needs and assist them with personal and/or health problems, and discuss with camp health manager and/or resident camp director when appropriate.
 - d. Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to camp director.
 - e. Supervise campers while they are passengers in vehicles ensuring their safety and a proper driving environment for the vehicle driver.
 - f. Take proper action in the event of an intruder, unauthorized guest, or active threat at the camp.
 - g. Be prepared to lead campers, staff, and any other present groups through the actions of an emergency plan in the event of an emergency.



- h. Be prepared to take appropriate action in the event of a lost, missing, or runaway person.
- 4. Be a role model to campers and staff in your attitude and behavior.
 - a. Follow and uphold all safety and security rules and procedures.
 - b. Set at good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.
 - c. Follow and uphold academic standards and ethical practices for the research performed and work produced by yourself and campers including proper citation, respect of copyright, and modeling the behaviors and methods of a researcher.

Other Job Duties:

1. Contribute to verbal and written evaluations and communication as requested.
2. Participate enthusiastically in all camp activities, planning, and leading those as assigned.
3. Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
4. Assist in the planning of any special events on or near the waterfront.
5. Assist with some aspects of meal preparation and cleanup as directed.
6. Some summer staff will be chosen to receive Wilderness First Aid training.
7. Some summer staff will be chosen to receive Servsafe food safety training.
8. *Identify other tasks or duties that this position may be expected to perform but are not necessarily the primary focus of this position.*

Relationships:

Counselors generally have regular relationships with kitchen staff, program specialists, business, and maintenance staff.

Qualifications: (Minimum Education and Experience)

1. Must be 18 years of age or a high school graduate.
2. Must be able to obtain or become certified in First Aid, CPR, AED, and Wilderness First Aid (provided in training after hire)
3. Must submit health history record and examination form prior to first day of work. To include:
 - a. A record of up to date immunizations that includes all immunizations required for school, and date of last tetanus shot. A physician statement, government immunization report, or school immunization report are acceptable.
 - b. A record of allergies and dietary restrictions.
 - c. Description of any current physical, mental, emotional, social health, developmental, or psychological conditions requiring medication, treatment, or special restrictions or considerations while in the position.
4. Ability to interact with all age levels.
5. Must agree to and pass a background check.



Knowledge, Skills, and Abilities:

1. Understand the development needs of youth.
2. Ability to relate to youth and adults in a positive manner.
3. Demonstrate knowledge and skill in designated camp program areas.

Physical Aspects of the Job:

1. Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
2. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
5. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements of a General Counselor position could be endurance, including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs.; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.



Project and Research Expectations

As a portion of the summer counselor position you will be expected to conduct research or a project, to be referred to as “project” for the purposes of this document.

This project must:

1. Be of value to you in your academic or professional life
2. Be of value to LCAP by producing an object, resource, procedure, data, or conclusions that align with our camp, educational, or research mission.

This project may include any or all of the following:

- Creation of a project proposal outlining the course of study and research and final deliverable result.
- Establishment of tasks, goals, learning outcomes, and timeline.
- Sessions of training on relevant instruments or resources.
- Creation of a poster, report, display, presentation, or physical item detailing or exemplifying the work completed. Any such items submitted to LCAP will become the property of LCAP and may be displayed or shared in any way LCAP feels necessary to promote the work and projects conducted.
- Submission of work to conferences or publications with credit given to the researcher and LCAP as a sponsoring organization.
- At your request, submission of paperwork to an educational institution confirming your work.

The project may be on a variety of topics not restricted to those directly tied to astronomy and space science. Examples include:

- Other STEM disciplines.
- Outdoor education and leadership.
- Topics relevant to summer camp activities and experiences.
- Topics relevant to STEM education and public outreach.
- Enhancement of indoor and outdoor experiences and exhibits at LCAP.

Along with your application, include (not to exceed one page):

- ✓ A summary, proposal, or idea of what you hope to research or the type of project you would like to conduct.
- ✓ Your specific interests and skills pertaining to this research or project.

