

Position Title:	Senior Camp Counselor & STEM Facilitator	Service Category:	CORE Susquehanna AmeriCorps
Service Site:	Donald Heiter Community Center	Date Submitted:	March 27, 2025
Site Address:	100 North 5 th Street Lewisburg, PA 17837	Travel Required:	Yes
Compensation:	Living Stipend - \$5,294 Education Award - \$1,956.35	Service Term:	May 12, 2025- August 2, 2024
Host Site Supervisor:	Andrea Tufo, Executive Director Billie Hoover, Assistant Director	Email:	donaldheiter@gmail.com
Phone:	570-524-5000	Posting URL:	www.coreamericorps.org
Applications Accepted By:		Person and phone to contact for interview if different from supervisor:	
Email Julia Edick CORE Susquehanna AmeriCorps Program Director jedick@union-snydercaa.org			
Member Position Summary			
<p><i>The Mission of CORE Susquehanna is to serve community needs through member service in areas of Healthy Futures, Education, Volunteer Management and Community Service Projects.</i></p> <p><i>In addition to the member position summary and duties, ALL AmeriCorps members are required to participate in CORE AmeriCorps Group Activities. AmeriCorps members may not participate in any activities included in the Prohibited Activities as listed in the 'Partner Site and Member Agreements'.</i></p>			
<p>Join CORE Susquehanna as a Summer AmeriCorps Member and make a meaningful impact in your community! This position focuses on serving community needs through dynamic programming in areas such as Healthy Futures, Education, Volunteer Management, and Community Service Projects. Members will play an active role in facilitating and supervising activities for youth, including STEM workshops, leadership development for junior counselors, and structured summer camp programming. Responsibilities include ensuring camper safety, promoting personal development, and organizing engaging activities for various age groups.</p> <p>Members will also participate in a one-week overnight camping trip and CORE AmeriCorps Group Activities to foster collaboration and shared learning experiences. The role requires a minimum average of 40 hours per week, with occasional evening and weekend commitments. This is a hands-on opportunity to mentor youth, lead impactful programs, and contribute to the community in a meaningful way. Apply now and become part of a team dedicated to making a difference!</p> <p>The Community Center serves as an inclusive space for all individuals, providing a welcoming environment for the general population while prioritizing support for minorities and underserved individuals. This position focuses on ensuring that every child enrolled in summer programs has a safe, enjoyable, and enriching experience. Success in this role includes safeguarding youth, maintaining program organization, and fostering adaptability while valuing individual personalities.</p>			
Key Responsibilities			
<ol style="list-style-type: none"> 1. Youth Safety and Well-Being <ul style="list-style-type: none"> • Maintain high standards of health and safety for all campers and staff. • Provide daily care for each camper, addressing personal health needs. • Remain alert to campers' and staff's personal and health concerns, discussing issues with the camp director when necessary. 2. STEM Activity Planning and Facilitation <ul style="list-style-type: none"> • Plan and facilitate STEM-based activities twice weekly for three age groups: 5-7-year-olds, 8-10-year-olds, and 11-13-year-olds. 			

- Design engaging, age-appropriate activities to promote curiosity, critical thinking, and problem-solving skills.
- Evaluate the success of activities and adapt them to meet the needs of participants.
- 3. Junior Counselor Programming**
 - Help create, facilitate, and monitor programming three times weekly for junior counselors in training.
 - Provide mentorship and guidance to junior counselors, fostering leadership and teamwork skills.
 - Ensure junior counselor programming aligns with the overall goals and values of the summer program.
- 4. Facilities and Equipment Management**
 - Monitor and ensure proper care and utilization of equipment and facilities.
 - Report any repairs needed to the camp director.
- 5. Leadership and Role Modeling**
 - Set a positive example for campers and staff through attitude and behavior.
 - Uphold safety and security rules and procedures.
 - Demonstrate respect for differences and promote sportsmanship, sanitation, and adherence to schedules.
- 6. Program Engagement**
 - Participate enthusiastically in planning and leading camp activities.
 - Escort campers to all activities and workshops, assisting with cleanup.
 - Observe and manage camper behavior using appropriate behavior management techniques.
 - Encourage respect for personal property and Community Center property.
- 7. Professionalism and Training**
 - Maintain professionalism in all interactions and activities.
 - Prepare for and actively participate in pre-camp training sessions and meetings.
 - Complete student progress reports and document volunteer management efforts.
- 8. Communication and Reporting**
 - Immediately inform the camp director of any camper or staff-related personal, medical, or social concerns.
 - Create a monitoring system to evaluate program growth for Junior Counselor Training and STEM activities
 - Interact with campers without distractions, refraining from cell phone use, texting, laptops, or other personal hobbies.
- 9. AmeriCorps Activities**
 - Participate fully in CORE AmeriCorps group activities as required.
 - Comply with all regulations in the Partner Site and Member Agreements, avoiding prohibited activities.

Duties and/or required training

To successfully fulfill the duties outlined in this position, the essential tasks and corresponding training components that would be necessary are as follows:

Duties:

- 1. Youth Safety and Well-Being**
 - Supervising campers to ensure their health, safety, and enjoyment.
 - Providing care and addressing personal needs promptly.
 - Monitoring camper behavior and applying appropriate management techniques.
 - Reporting any concerns (personal, medical, or social) to the camp director.
- 2. STEM Activity Facilitation**
 - Planning, organizing, and delivering age-appropriate STEM activities twice weekly.
 - Evaluating the effectiveness of activities and adjusting them as needed.
 - Ensuring materials and resources are well-prepared and suitable for each age group.
- 3. Junior Counselor Programming**
 - Creating, facilitating, and monitoring leadership activities for junior counselors three times weekly.
 - Coaching junior counselors to enhance their teamwork, decision-making, and communication skills.
 - Encouraging participation and providing mentorship during activities.
- 4. Facilities and Equipment Management**

- Inspecting equipment and facilities regularly for proper use and maintenance.
- Reporting issues or repair needs promptly.
- 5. Volunteer Management**
- Training and supervising volunteers to support program operations.
- Ensuring volunteers adhere to program guidelines and complete their assigned tasks effectively.
- 6. General Engagement and Professionalism**
- Leading and participating in camp activities with enthusiasm and professionalism.
- Maintaining focus and avoiding personal distractions during program hours.
- Completing progress reports and participating in AmeriCorps CORE group activities.

Required Training:

- 1. Safety and First Aid**
 - Training in basic first aid, CPR, and emergency response protocols.
 - Guidance on supervising youth and maintaining safety standards in various settings.
- 2. Program Development and Facilitation**
 - Techniques for designing engaging and age-appropriate STEM activities.
 - Strategies for facilitating leadership programs for junior counselors in training.
- 3. Behavior Management**
 - Skills for observing and managing camper behavior effectively.
 - Conflict resolution techniques to handle challenging situations calmly.
- 4. Volunteer Management**
 - Training on effective volunteer recruitment, documentation, and supervision.
 - Techniques for coaching volunteers and promoting collaboration.
- 5. Professional Conduct**
 - Training on maintaining professionalism and clear communication at all times.
 - AmeriCorps policies and requirements to ensure compliance with partner agreements.
- 6. Pre-Camp Orientation**
 - Overview of camp goals, values, and operational procedures.
 - Familiarization with daily schedules, activity plans, and camper progress reporting systems.

Prohibited Activities

In order to comply with federal regulations, AmeriCorps members assigned to this site are prohibited from:

- a. Attempting to influence legislation.
- b. Organizing or engaging in protests, petitions, boycotts, or strikes.
- c. Assisting, promoting, or deterring union organizing.
- d. Impairing existing contracts for services or collective bargaining agreements.
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office.
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytizing.
- h. Providing a direct benefit to a business organized for profit, a labor union, a partisan political organization; a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative, and an organization engaged in the religious activities, unless Corporation assistance is not used to support those religious activities.
- i. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive.
- j. Providing abortion services or referrals for receipt of such services; and

k. Such other activities as the Corporation may prohibit.

Minimum Qualifications (Academic, Physical or Experience)

To excel in this position, candidates should possess the following qualifications:

1. Passion for Youth Development

- A genuine interest in s with serving with children and youth from diverse backgrounds, fostering a safe, fun, and inclusive summer program.

2. Strong Leadership Skills

- Ability to act as a positive role model for campers, junior counselors, and volunteers, demonstrating professionalism and respect for differences.
- Experience in mentoring or supervising youth is an asset.

3. Organizational and Facilitation Abilities

- Competence in planning and leading structured activities, including STEM programming and leadership development sessions, tailored to various age groups.

4. Safety and Emergency Response

- Visual and auditory ability to identify and respond to environmental and other hazards related to camp activities.
- Physical ability to respond appropriately to situations requiring first aid, including assisting campers during emergencies (e.g., fire, evacuation, illness, or injury).

5. Physical Endurance and Dexterity

- Endurance to maintain constant supervision, including prolonged standing, walking long distances, bending, stooping, climbing stairs, and stretching.
- Hand-eye coordination and manual dexterity to manipulate outdoor equipment.

6. Adaptability and Problem-Solving

- Flexibility to adapt programming as needed while maintaining structure and ensuring individual camper needs are met.

7. Normal Physical Capabilities

- Normal range of hearing and eyesight to ensure safety and effective supervision in all activities.

8. Teamwork and Collaboration

- Capability to collaborate effectively with other staff, volunteers, and the camp director to ensure smooth operation of programs.
- Experience managing and training volunteers is an advantage.

9. Strong Communication Skills

- Ability to communicate and serve with groups, providing clear and necessary instruction to campers and staff.
- Comfort with documenting camper progress and reporting concerns promptly to leadership.

10. Program Engagement and Enthusiasm

- Willingness to participate actively in all camp activities, serving as an enthusiastic leader and motivator for participants.

11. AmeriCorps Member Requirements

- Dedication to fulfilling the commitments outlined in the AmeriCorps Member Agreement, including participation in CORE AmeriCorps group activities and adherence to all program regulations.

12. Professional Conduct and Integrity

- Commitment to upholding the Community Center’s values and AmeriCorps guidelines, maintaining a distraction-free and engaged presence during program hours.

Proposed Weekly Schedule and Required Number of Hours per week.			
<p>The Summer Camp Program operates Monday through Friday, from 6:00 AM to 6:00 PM. Members are expected to work an average minimum of 40 hours per week to fulfill the program requirements for the summer term.</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> • All members are required to participate in a one-week overnight camping trip as part of the program. This may include daily or overnight schedules depending on the member and their home/ service commitments. • Evening and weekend including participation in weekly field trips, in the "National Night Out" event held in Lewisburg and other potential networking events. 			
Will the member be serving vulnerable populations (children, youth, elderly, disabled)?			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<i>I understand the expectations and requirements of this position. I understand that this position description is an addendum to the AmeriCorps Member Agreement.</i>			
Member Name:			
Signature of Member Accepting Position:		Date:	
Signature of Site Supervisor:		Date:	
Signature of AmeriCorps Staff:		Date:	