



Interested in joining a dynamic team working to help people and pets in our community? Join the HOV team!

Job Title: Summer Camp Counselor	Department: Outreach
Status: Full Time / Non-Exempt / Seasonal	Pay Rate: \$16/hr
Benefits Eligible: No	Posting Created: January 3, 2025
Hours: Monday – Friday / 40 hours per week June 16 – August 1, 2025	

Position Summary: Works with the Camp Supervisor, Co-Counselor, and Volunteer & Outreach Manager to supervise and facilitate weekly sessions of Heart of the Valley Pet Pals Day Camp. Co-Counselors share responsibility for supervising up to 25 youth, ages 6-12, for 7 one-week sessions culminating in participating in the 2025 Sweet Pea Parade. Assists in developing camp activities. The Camp Counselor works closely with camp staff and volunteers, the Camp Supervisor, and the Volunteer & Outreach Manager and must act as part of a harmonious team. Additional duties will be assigned as needed to meet the needs of HOV at the discretion of the Camp Supervisor or Volunteer & Outreach Manager. This position reports to the Volunteer and Outreach Manager.

Essential Duties & Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty and task satisfactorily. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential duties.

Program Coordination & Preparation:

- Lead and supervise camp to ensure a safe and positive learning environment for all participants, regardless of age or ability.
- Work independently and as part of a team with the Camp Supervisor, Co-Counselor, and Volunteer & Outreach Manager to create, analyze, prepare for, and successfully run all camp activities and lesson plans.
- Present a professional and friendly interface with parents/guardians of camp participants at all times.
- Work with the Volunteer & Outreach Manager and Operations staff to learn Pet Pals curriculum and animal care/handling/enrichment policies and procedures.
- Maintain the health and welfare of animals that participate in camp.
- Maintain a clean and organized environment wherever camp activities are held.

- Provide critical and timely feedback to the Volunteer & Outreach Manager throughout camp.
- Other duties as assigned.

Specialized equipment provided and necessary for completion of these duties include; industrial washer and dryer, computer, standard office equipment

Qualifications & Requirements: The requirements listed below are representative of the knowledge, skills, and ability required.

- High School Diploma or GED.
- Must be comfortable working with children of varying ages and abilities.
- Must be comfortable with all types of animals.
- Obtain First Aid and Child CPR certifications prior to the first camp session.
- Must pass a background check.
- Able to work outside in all types of weather.
- Ongoing commitment to the mission, vision, policies and goals of HOV.

To Apply: Visit our website at <https://www.heartofthevalleyshelter.org/about-us/#Employment> to complete our online application. To be considered as a candidate for this position, an online application must be submitted. Please include a resume and references. Contact Madi Carlson, Volunteer & Outreach Manager at volunteer@heartofthevalleyshelter.org or 406-388-9399 ext

I understand this job description is intended to only provide an overview of the job responsibilities and requirements. It is not intended to be construed as an all-inclusive list of duties, skills, and abilities. Additional job duties and requirements may be assigned by supervisors as necessary. This job description does not represent an expressed or implied contract of employment, and Heart of the Valley reserves the right to change this job description and/or assign tasks as the needs of the organization dictate.

Signature: _____

Date: _____