

Hilltop Sports Camp Counselor Application Summer 2018

Welcome to the application process to become a Hilltop Sport Camp Counselor. We invite you to review the responsibilities below, and then submit the requested items to complete your application.

Work Schedule:

Training: May 30 – June 1

June 4 – June 29, Monday through Friday, hours vary between 7:45 a.m. – 5 p.m.

Pay rate: \$12/hour

Job Responsibilities:

1. Model good-sportsmanship in sport-related activities through enthusiastic, non-competitive participation and support.
2. Help out other instructors and counselors to maintain guidance during each activity.
3. Model all skills in all activities through participation or working with small groups in the case a Specialty Counselor is present.
4. Lead group from one activity to another in an orderly matter inside and outside the facility.
5. Keep accurate attendance records, incident and accident reports. Report them immediately to the Hilltop Camp Director.
6. Supervise lunch as well as snacks and activities to ensure cleanliness of the area.
7. Interact and discuss camper's participation, performance, and behavior with parents in a professional manner.
8. Attend mandatory staff training on May 30 – June 1, 2018. Be available for all camp sessions from June 4, 2018 through June 29, 2018.
9. Attend weekly staff meetings during camp sessions.
10. Maintain the cleanliness and organization of the camp activity and storage area.
11. Keep the campers you are responsible for under constant supervision. Perform head counts.
12. Ensure safety during recreational activities and respond as trained in the case of an emergency.
13. Be aware of general expectations for participation in all SMU Recreational Sports program areas including Fitness, Outdoor Adventure, Intramurals, and Aquatics.
14. Other duties as assigned

Required Application Materials:

1. Submit a Cover Letter that includes the following items:
 - a. Why you would like to be a Hilltop Camp Counselor
 - b. What qualities you possess that will make you a successful counselor
 - c. Leadership experience and what you have gained from a specific leadership experience.
 - d. What experience you have in working with children
2. Resume to include experience in the following categories:
 - a. Employment
 - b. Leadership
 - c. Certifications
 - d. Education
3. List of 3 references and their contact information
4. **Submit by email to hilltopsportscamp@smu.edu** by Wednesday, April 13, 2018.

For questions please email hilltopsportscamp@smu.edu