



Summer Camp Counselor Job Description

JOB SUMMARY STATEMENT:

This position participates in the daily running of the zoo's summer camp program, including lesson planning, preparing, and implementing a daily schedule for all campers. The summer camp counselors work together to get campers engaged in themed messages through games, crafts, education programs, behind-the-scenes tours, and other hands-on, experiential activities.

SALARY AND HOURS: \$13.00/hour, 40 hours per week, May 19th-August 1st, 2025

DUTIES AND RESPONSIBILITIES:

1. Work with other counselors to plan, prepare for, and implement 8 weeks of summer camp
2. Maintain a professional code of conduct in all situations
3. Become familiar with all camp activities and create new options as well
4. Provide lesson planning and schedule all activities for every day of camp ahead of time
5. Become familiar with zoo geography and safety rules, and implement weekly fire and tornado drills with camp kids
6. Complete training on how to work with children of all abilities, how to handle dangerous or challenging situations, and strategies for working well with counselors, campers, and parents.
7. Complete training on how to transport, handle, and present live education animals, including a variety of invertebrates, amphibians, reptiles, mammals, and birds of prey.
8. Follow and enforce all KDHE guidelines involving administrative reporting, safety precautions, injuries, medical requirements, off-grounds transportation, and supervision requirements.
9. Provide daily education programs using live animals, biofacts, and PowerPoint presentations
10. Coordinate and communicate with other camp staff and outside agency staff on daily planning of camp activities
11. Oversee setting up, tearing down, and cleaning the camp space after each activity, daily.
12. Follow protocol when disciplining children and communicate with parents on any issues with campers, schedule changes, lost and found items, and other information as necessary
13. Communicate with management regarding daily running of camp, any issues that may arise, and supplies needed
14. Complete a daily and weekly camp review, as well as an end-of-summer evaluation
15. Uphold the highest safety standards for all campers, particularly in high-risk situations like behind-the-scenes tours and weekly swimming
16. Attend a two-week orientation and training session

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

1. Experience in education strongly preferred, but not required.
2. Some college strongly preferred but not required.
3. Must possess a valid state ID or driver's license.
4. CPR/AED and first aid training (Can be completed during orientation phase)
5. KDHE online medicine training (Can be completed during orientation phase)

EXPERIENCE:

1. Experience with kids ages 6-12
2. Experience with customer service, public speaking, and/or classroom programming
3. Experience with wildlife instruction or other teaching
4. Experience and flexibility in working in a team setting

5. Experience with Microsoft PowerPoint or other presentation platforms

SKILLS:

1. Ability to follow verbal and written instructions
2. Ability to exercise care to avoid accidents
3. Ability to adjust and adapt to stressful workdays in all weather conditions
4. Ability to communicate effectively with others
5. Ability to set up and tear down equipment for programs

MENTAL REQUIREMENTS:

1. Ability to develop and present programs in line with the zoo's mission and value statements
2. Ability to read and follow instructions
3. Ability to follow verbal instructions
4. Ability to work as a team member with staff
5. Ability to communicate effectively
6. Ability to use good judgment
7. Excellent listening skills
8. Strong attention-to-detail skills
9. Must be self-motivated, reliable, and prompt
10. Ability to remain calm in stressful situations

PHYSICAL REQUIREMENTS:

1. Ability to exert substantial physical effort in performing tasks
2. Ability to lift a maximum of 50 lbs
3. Work in extreme weather conditions
4. Ability to run, crawl, and jump to participate in camp activities.

To apply, please send a resume and cover letter to Hunter Mangel at hmangel@topekazoo.org. To contact Hunter by phone, please call 785-368-9137.

Application deadline is February 1st, 2025.