

**Junior Counselor Supervisor
Summer Enrichment Program
College of Education, University of Oregon**

**Job Description
June 23 - July 24, 2004**

The Junior Counselor (JC) Supervisor is responsible for the junior counselor/leadership development program of the Summer Enrichment Program (SEP). The position works closely with eight junior counselors during each two-week camp session covering two primary areas of responsibility:

- teaching a 30 hour leadership development course, Monday through Friday mornings, and
- training and supervising program participants in their junior counselor duties.

The JC Supervisor must ensure the overall health and safety of the junior counselors while they are participating in SEP. This position also serves as a member of the SEP administrative staff and, as such, participates in the leadership of the entire program. The JC Supervisor lives in the residence hall during the program.

Qualifications:

- Experience working with groups of children, preferably middle and high school-aged.
- Experience working at summer camps, leadership development program, or similar program.
- Ability and willingness to live in the residence hall while camp is in session.
- Proven ability to interact with youth in a supportive, safe and encouraging way.
- Ability to work as a member of a team.
- Ability to pass a criminal history check.

Duties and responsibilities include but are not limited to:

1. Interview and select junior counselors prior to start of program, with assistance from other administrative staff.
2. Meet with administrative staff prior to the start of program for overall planning.
3. Develop and/or update the Program Leadership Coordinator Manual including course materials.
4. Develop and conduct a one-day training for junior counselors at the beginning of each session, orienting them to their duties (including their responsibility for organizing and staffing tables on registration day).
5. Plan and implement welcoming and graduation ceremonies with other administrative staff.
6. Develop and teach the leadership development course, 3 hours per day, Monday through Friday.
7. Conduct daily junior counselor meetings for the purpose of providing feedback to the junior counselors and preparing them for their duties.
8. Coordinate junior counselors' weekend and evening responsibilities with assistance from the Counselor Supervisor, Recreation Supervisor, and Program Coordinator.
9. Provide overall supervision of junior counselors while they are on duty.
10. Assist Recreation Supervisor in developing and coordinating afternoon and evening activities for the students.
11. Assist Recreation Supervisor in leading students and staff in daily camp meetings.
12. Develop and administer a procedure to evaluate the junior counselors.
13. Provide assistance as required during the final day of each two-week session.
14. Attend all counselor and administrative staff meetings.
15. Abide by all the rules and regulations of the Summer Enrichment Program and the University of Oregon.

Line Of Responsibility:

The Junior Counselor Supervisor is directly responsible to the Program Coordinator.

Salary:

\$2000.00 plus room and board

Contact: Cheryl Hunter, SEP Program Coordinator
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EXPERIENCE WITH THE SUMMER ENRICHMENT PROGRAM IS PREFERRED BUT NOT REQUIRED.
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