

Job Description

Position: Tot Lot Counselor

Reports To: Campus Director/ Tot Lot Lead Counselor

Duties and Responsibilities:

- Responsible for always smiling and keeping an up beat attitude!!
- Responsible for maintaining a professional, neat and clean appearance at all times.
- Responsible for general supervision of children ages 3-5 years old in the tot lot.
- Responsible for signing in/signing out of children at the tot lot. (Should be signed in and signed out by parent/guardian/ get next location of parent.)
- Responsible for keeping the inside tot lot area neat, clean, and safe. The outside playground area raked and free of any debris, broken glass, or other sharp objects. (Please pick up litter!)
- Notify Campus Director or Tot Lot Lead counselor of any broken or unsafe apparatus or equipment.
- Responsible for the opening and closing of the tot lot. (Never leave until all children have been picked-up and accounted for.)
- Responsible for making sure a snack is ready for story & snack time. (See Tot Lot lead counselor or Kitchen staff for snacks)
- Responsible for bringing tots to the bathroom when necessary.
- Responsible for giving your full attention to the tots!
- Responsible for getting items ready for the tot lot at least 10 minutes in advance, of the tot lot opening.
- Responsible for learning the basic tot facility, layout of camp, and the communication system in the event of an emergency.
- Responsible for being friendly, courteous and professional with all children at all times.
- Responsible for adherence to all rules, regulations and policies of the camp.
- Responsible for other duties that may be assigned from time to time.