
List of Responsibilities (Job Description)

Fiche de Mission

LANGUAGE COUNSELOR

S/He will have to, in collaboration with the other members of the counselor team, take into account the directives of Site Director:

- Help setting up and/or packing up the site, when necessary;
- Chaperone camper transportation to and from camp when necessary (bus, train ...);
- Supervise the arrival and departure of participants to and from the site;
- Organize, lead and supervise athletic and cultural activities and outings, in accordance with the program that the team has established together;
- Create and lead English Classes adapted to the level of the participants;
- Organize and participate in the daily assembly, along with the other team members;
- Produce lesson plans of the English classes given and give them to the Site Director;
- Submit the activities schedule for the session to the Site Director before camper arrival;
- Participate in making the camp program run smoothly,
- Decorate and personalize the camp site, following the guidelines of the Site Director;
- Supervise and insure the security of security of the children placed under his/her responsibility at every moment;
- Inform the Site Director of any absence from the site, including days and evenings off;
- Follow the guidelines of the Site Director when organizing all activities with the children;
- Conscientiously complete and provide Child Tracking Forms for each of the children, taking into account both their behaviour and their linguistic abilities;
- Propose, interpret, and develop new activities tied to American Village's cultural themes;
- Execute all other task relevant to the role of Camp Counselor.