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Summer Program Counselor Job Description

The Overlake School seeks qualified applicants for the position of Summer Program Counselor for Summer 2022. To learn more about Overlake's Summer Program, please review the program philosophy and offerings (www.overlake.org/summer).

Position Overview:

Summer Program Counselors will support summer faculty in facilitating pre-designed, hands-on summer camps at The Overlake School. Counselors are expected to communicate, motivate, and interact with youth in a positive manner during camp and activity time. Counselors will also design and lead activity time, supervise lunch, and collaborate with the other counselors and interns to create a fun and inclusive atmosphere for campers. Counselors work as a cohort to support the day-to-day operation of the program. They are the glue of the summer community, and their flexibility and attitude are essential to creating a fun learning environment.

Successful candidates must:

- Believe in the critical importance of diversity in the life of a school
- Have a background in youth development and have the ability to motivate youth
- Possess strong interpersonal and communication skills; have a professional presence
- Collaborate effectively with counselors, teachers, and program administrators
- Be a team player able to take direction
- Demonstrate strong organizational skills and customer relations skills
- Provide a welcoming attitude to students at the start and end of each day
- Be flexible and adaptive to the variety of tasks and challenges that come up each day

Details for the Applicant:

- Counselors may work half-day (8:15-12:30 or 12:00-4:15) or full-day (8:15 am-4:15 pm, Monday-Friday for 35-40 hours)
- This is an hourly position, part-time position
- Wage ranges from \$15-\$16 per hour depending on previous experience
- For each session, we are looking to hire two administrative counselors to work full day. If you are interested in this position, please mention this in your cover letter.

Requirements and Qualifications:

- Applicants must be current 11th graders or older
- Applicants must pass a State and National Background Check
- Applicants must be available to work either Session A (June 21-July 8), Session B (July 11-July 29), or Sessions A and B (June 21-July 29). Given the framework we are using due to COVID-19, counselors are required to work the first three weeks, the final three weeks, or all six weeks. *Individuals who are not able to commit to at least one of those consecutive three-week sessions are not eligible to apply.*

- Hired counselors are required to complete the training program that will take place before the summer begins. The program will involve training on counselor expectations and the health and safety protocols we will utilize surrounding COVID-19. Some of the program can be done asynchronously and part of it will include a full-day training experience the week before each session begins. All applicants must attend the training session on Wednesday, June 15, regardless of your session start date.

Additional Information Related to COVID-19:

Overlake is preparing to run its Summer Program in person, and counselors will be expected to be part of the adult community that create a safe and inclusive environment for students. Counselors will be expected to follow all health and safety protocols related to COVID-19 to ensure the health and safety of campers, counselors, and summer faculty. Summer Program employees will be required to follow all health and safety protocols related to COVID-19 to ensure the health and safety of all community members. All Summer Program students and staff are required to be fully vaccinated. The health and safety protocols will be updated throughout the spring in light of updated information from public health officials and Overlake's Health and Safety Team.

<https://www.overlake.org/academics/summer/covid>

In the event that Overlake has to cancel in-person camps, we will also eliminate counselor positions. The position is contingent upon Overlake hosting in-person camps this summer.

Application Process: Interested applicants should visit the [employment portal on the Overlake website](#) and apply through the online application system. Please include your resume, cover letter, and two references.

Application Timeline:

February 18: Application Deadline #1

February 28-March 11: Interviews for finalists

March 18: Decisions shared with applicants that met the first application deadline

If there are still positions available after March 18...

March 25: Application Deadline #2

April 11-22: Interviews for finalists

April 25: Decisions shared with all that met the second application deadline

About Overlake

The Overlake School is an independent, coeducational, college preparatory day school located on a 75-acre campus in Redmond, Washington. The school serves 530 students grades 5-12. Founded in 1967, the school has a reputation as one of the leading independent schools in the Northwest.

Overlake Mission

Inspire excellence, Develop intellectual curiosity, Teach responsibility, Embrace diversity, and Foster a compassionate community.