



## Job Description

### Day Camp Counselor

Narrative: Under the direction of the Day Camp Director and Recreation Director, the Day Camp Staff is responsible for leading and facilitating activities and experiences that are age appropriate for youth participants in the day camp program.

#### POSITION RESPONSIBILITIES/TASKS

##### **Illustrative only and not all inclusive:**

- Facilitate, monitor and insure a positive, safe and fun camp experience for participants.
- Act as a positive role model at ALL times.
- Plan and direct both small and large group activities as assigned and be an active participant in camp activities (both large and small)
- Be responsive to the needs of participants and able to provide guidance and individual attention to participants when needed.
- Keep meticulous documentation/notes regarding camp as a whole.
- Oversee and carry out field trips from start to finish.
- Provide positive, age-appropriate and approved discipline techniques when needed.
- Keep Directors informed of any parental concerns that need to be addressed.
- Perform other assigned duties, including (but not limited to): Set-up, clean-up, monitoring, early/late care supervision, etc.
- Attend all scheduled meetings, workshops and trainings.
- Ability to demonstrate and lead sports activities and games.
- Strong verbal communication skills.
- Ability to interpret, understand and effectively carry out oral and written directions.
- Perform other duties and related work as required.

#### **ADDITIONAL JOB FUNCTIONS**

- Assist children to dress, tie shoes.
- Assist children to get on and off of the bus.
- Assist children with water access and swimming.
- Personal swimming skills.
- Verbal communication.
- Hearing and listening skills.
- Ability to lift up to 50 lbs.

#### POSITION REQUIREMENTS/QUALIFICATIONS

##### **Education & Experience**

- Prior experience with preschool and/or elementary school age children (such as volunteering, tutoring or babysitting) Knowledge, Ability, Skills
- Enjoys working with children.
- Strong leadership role and not afraid to speak in front of group.

##### **Physical Requirements/Other**

- Minimum age of 16 years
- Ability to work outside in summer heat.
- Frequent standing, bending, sitting, walking, running and lifting.
- Must be available to work from June 18th to August 17th.
- Must be available to work Monday-Friday 8:30am to 4:30pm.
- Must be available the week prior to camp beginning for mandatory camp training.
- Must be available for additional work hours from 7am and/or until 6:00 pm per schedule, if necessary.
- Due to the camp dynamics, time off will not be permitted unless discussed during the interview process and approved at the time of hire.