

TITLE: COUNSELOR

REPORTS TO: HEAD COUNSELORS

GENERAL DUTIES: Works under the supervision of the Head Counselors to plan and execute all camp activities for their assigned age group.

SPECIFIC DUTIES:

1. Assist your supervisor in organizing, promoting, leading, teaching and conducting camp activities.
2. Enforcing the rules and regulations established by the EPRD to ensure the safety and welfare of participants
3. Inspect facilities and equipment daily for hazards and unsafe conditions. Report problems to your supervisor.
4. Report on activities, participants, plans, programs, and needs.
5. Maintain confidentiality
6. Attend staff meetings as required.
7. Become acquainted with information and resources available to improve the program.
8. Participate in all activities of the children under your care. This means participation in water activities, games, crafts and other activities.
9. Perform set up, take down, and clean up of all activities. This may involve cleaning bathrooms, picking up trash, and keeping supplies in an orderly fashion.
10. Perform other related duties as required
11. Must be CPR and First Aid certified
12. Required to wear a uniform.