**Summer Camp Counselor**

**Job Summary**

Summer Camp Counselors provide leadership and guidance to all campers through a variety of games, crafts, sports, trips, special events and additional activities in a day camp setting for children entering grades 1-7. Duties include planning, implementing and supervising activities that emphasize participation, enjoyment and having fun. Must ensure camper safety at all times.

**Supervision received**

The Summer Camp Counselor receives general supervision and policy direction from the Camp Director and Assistant Camp Director.

**Supervision Exercised**

The Camp Counselor exercises general supervision of Counselor In Training (CIT) participants.

**Examples of Duties**

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Responsible for the supervision, safety and accident prevention of all camp participants
2. Acts as a positive role model to campers at all times. Strives to establish positive relations for the Recreation Department and the Town of Bow.
3. Leads camp activities.
4. Plays with campers.
5. Maintains cleanliness by picking up equipment after an activity, cleaning up messes and cleaning up after snack and lunch.
6. Communicates conditions in the building or on the grounds that requires repair or attention to Camp Director or Assistant Camp Director.
7. Participates in special events at camp, including dressing for the theme.
8. Responsible for daily implementation of the day camp programs.
9. Administers First Aid and CPR when necessary.
10. Takes daily attendance, completes accident and incident reports when necessary and informs supervisor of any issues or concerns that may require immediate attention.
11. Wears approved Camp Counselor T-Shirt while on duty.
12. Distributes camp notifications and parent release forms for field trips.
13. Responsible for the organization and maintenance of the camp facilities, supplies and

Equipment.

1. Performs other related duties as directed or required.
2. Adheres to program standards and all risk management policies and procedures

including those related to medical and disciplinary situations, child abuse prevention

and emergencies.

**Knowledge, Skills and Abilities Required**

Summer Camp Counselors must be dependable, creative, and patient and enjoy working with children. Good communication, problem solving skills, conflict resolution and role modeling skills are essential. Ability to work with large or small groups. First Aid, CPR and AED certified or certifiable. Must be self-directed and have the ability to work independently. Must have the ability to observe and assess camper safety in all situations and maintain high energy levels and enthusiasm for prolonged periods throughout the day.

**Minimum Qualifications Required**

Must be 18 years of age. Must have a High School Diploma or GED. Will be required to pass a criminal background check. Maintain current Adult and Child CPR/AED certifications (provided during training).

**Working Conditions**

Camp counselors work both inside the school in areas which may or may not be air conditioned and outdoors in a variety of weather conditions.

**Tools and Equipment Used**

Counselors use a variety of sports equipment, arts and craft supplies, games, toys and whistles.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, run, bend, squat, move constantly and talk or hear. The employee is frequently required to use hands to operate, finger, handle or feel objects and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

*Please sign and date below to acknowledge receipt of this Job Description.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name (please print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date