

Title: Summer Camp Counselor
Supervisor: Parks & Recreation Assistant Director
Department: Parks & Recreation
Wage Range: \$13.00-\$17.00/hour DOE



Job Summary:

The Camp Counselor will perform a variety of tasks in a summer camp setting including recreation activities, arts and crafts, sports, games, performances, swimming & more.

Supervisory Responsibilities:

Comfortable co-supervising groups of children, grades 1st-8th in various camp settings and activities.

Duties/Responsibilities:

- Oversees the daily operations of recreational facilities.
- Enforces camp rules and regulations and ensures safety at the recreational facilities.
- Performs first aid following prescribed procedures and contacts emergency medical personnel when required by the situation.
- Demonstrates use of recreational equipment and teaches participants the principles, techniques, and safety procedures for each activity.
- Responsible for assisting in daily planning and implementation of the day camp programs and activities such as arts, crafts, sports, games, and swimming.
- Responsible for the organization, maintenance, and cleanliness of the day camp facility, supplies and equipment. Also, distribution of camp handouts and parent release forms for field trips.
- Counselors are required to take daily attendance, maintain daily attendance records, complete accident, and incident reports when necessary and inform the camp director or camp assistant director of any issues or concerns that may require immediate attention.
- Greets new campers and introduces them to other campers; explains camp and facility rules.
- Reports camper complaints to leadership and works to resolve issues.
- Performs other related duties as required.

Required Skills/Abilities:

- Enthusiastic and positive attitude.
- Excellent communication skills.
- Ability to learn and enforce the camps safety and operating rules.
- Must attend staff meetings and orientation during the summer season.
- 1st Aid & CPR certified or willingness to obtain certification.
- Able to quickly adapt to changing situations and take direction.

Required Experience:

- Previous experience working with children.
- Must pass reference checks and background screening.

Physical Requirements:

- Must be able to swim and pass a UNH swim test.
- Able to participate in games, sports, and physical activities including water-based games and activities.
- Able to maintain attention and high level of energy or excitement for extended periods of time.
- Must be able to spend majority the of time outdoors and tolerate a variety of weather conditions.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description does not create an employment contract, implied or otherwise.

Please forward resume and employment application to:

Durham Parks & Recreation Department

C/O Parks & Recreation Director

2 Dover Road

Durham, NH 03824

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