

# Town of Limington

## Limington Recreation Department

### Job Description- Summer Camp Counselor

#### **Nature and Variety of Work:**

The person in this position is responsible for providing a safe, enjoyable summer camp experiences for all campers in the summer camp program. This work involves taking direction, the ability to take charge, and having good judgement skills. A summer camp counselor is required to be always with the campers, including all swimming activities.

A person in this position works Monday-Friday from 8:45am-4:00pm, typically 35 hours per week total, with additional hours available between 7:30am and 5:30pm in early drop-off and late pickup. Pay range for the Summer Camp Counselor position is \$14.65 to \$17.00 pending on experience level and certifications.

#### **Responsibility and Supervisory Relationships:**

The camp counselor is directly responsible to the Summer Camp Site Coordinator. Camp counselors ultimately report to the Recreation Director.

#### **Desirable experience and training:**

Camp Counselors should be at least 16 years of age, or show examples of leadership or youth program experience. They should have an understanding of age appropriate activities and behavior management techniques for children in grades K-8. The Camp Counselor should be able to initiate activities and be a self-starter, as well as have effective communication skills, for dealing with children and adults. Camp counselors should also possess the following traits: dependable, considerate, flexible, sense of humor, and a great work ethic. Be comfortable with supervising children in the water.

#### **Summer Camp Counselor Duties:**

- Assist in the day-to-day planning and running of the program and the supervision of campers
- Be familiar with, and in compliance with, all the information in the staff handbook.
- Attend all staff meetings and training sessions, as well as complete all required online trainings.
- Ensure all environments, in which he/she supervises children, are safe and age appropriate.
- Plan/Implement activities and events as assigned by the Summer Camp Site Coordinator.
- Report any accidents, injuries, and incidences to the Site Coordinator or Recreation Director and immediately fill out appropriate paperwork.
- Follow Emergency Action Plan.
- Adhere to duties and responsibilities assigned to you by the Site Coordinator.

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- Be accountable for all equipment and use it in an appropriate manner.
- Bring any suspicions of abuse or neglect of a child who attends camp to the attention of the Recreation Programmer-Childcare Services.
- Participate in all games and activities.
- Be a positive role model.
- Any other duties assigned to staff member by a Summer Camp Site Coordinator, or the Recreation Director that will better the overall recreation and leisure experience for not only the campers, but the community members of Limington.

#### **Physical Demands:**

- Able to swim or paddle in the lake or ocean.
- Able to run, move, and be on your feet for 8 hours each day, five days a week for six weeks.