



Summer Camp Counselor

Position Purpose:

Plan, implement, and coordinate Norwood Recreation Summer Program. Responsible for day-to-day operations, administrative duties, and counselor supervision. This position is directly responsible for supervision and safety of camp participants.

Supervision:

Supervised by Site Supervisor and Playcamp Director.

Job Environment:

This will be a position that will primarily work outside and a majority of the day will be monitoring and interacting with participants.

Essential Functions:

- Help write and implement a weekly schedule for your camp group.
- Organize and lead a variety of small and large group activities each week. Activities may include crafts, nature, songs, games, pool time, sport activities. This also includes time spent on the bus.
- Identify and respond to camper behavior issues.
- Ensure that the site is kept clean, organized, and free of litter.
- Communicate with parents about participant's experiences and report concerns to Camp Site Supervisor.
- Able to work with a team of co-counselors, as well as report directly to Site Supervisor
- Assist in maintaining accurate program records including incident reports and daily attendance.
- Know and understand ALL emergency procedures associated with the camp program.
- Know, enforce, and follow all safety guidelines associated with the camp and all program areas. This includes but is not limited to being responsible for your campers' safety and their whereabouts at all times.
- Assist lifeguards during pool times, making sure everyone is following the rules of the pool area.

Job Functions:

- Arrive 15 minutes before scheduled shift.
- Thorough knowledge and application of summer camp policies and procedures
- Attend in-service and orientations
- Be able to swim with campers during designated swim times
- Maintain playground area

- Demonstrate leadership among staff and campers
- Communicate regularly with the patrons, participants and their parents, as appropriate, to ensure they are aware of any issues.
- Complete records and reports when needed

Minimum Entrance Requirements:

- Must be at least 16 years of age.
- Willing to work under direct supervision.
- Ability to work independently and as a team.
- CPR/FIRST Aid Certified (Can be certified during training)
- Demonstrates a desire to work with children and help and assist children throughout the day of camp.

Physical Requirements:

Position requires ability to work outside for a majority of the day. Correctable vision and hearing required. Ability to lift objects that range from 15-20 lbs. Must have the physical ability to lead and participate in camp activities which include, but are not limited to, hiking, swimming, team building initiatives, physical games, and activities. (This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.)