

## **Parks and Recreation Summer Fun Camp Councilor**

**SUMMARY** This is a 6–7-week seasonal position within the Recreation Division of the department. The schedule is a 25-30-hour work week. The camp counselor will perform a variety of tasks in a summer camp setting including recreation activities, arts and crafts, sports, games, hobbies and field trips. Performance is based on daily observation and results.

**SUPERVISION RECEIVED** Direct supervision is received from the Summer Fun Camp director and assistant director. Considerable independent judgment is exercised while supervising individual groups.

**COMPETENCIES** Team Player Safety-Conscious Dependable Task-Oriented

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Oversees the daily operations of recreational facilities.
- Plans and leads activities such as arts, crafts, sports, games, camping, and hobbies.
- Enforces camp rules and regulations and ensures safety in 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.
- Greets new arrivals 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.

### **MANDATORY MINIMUM QUALIFICATIONS**

**Education and Experience** The candidate for this position should be minimally 16 years of age and have a special interest in working with children. Previous experience working with children preferred.

### **Required Knowledge, Skills and Abilities**

- Enthusiastic and positive attitude.
- Excellent communication skills.
- Ability to learn and enforce the camp's safety and operating rules.
- Must attend staff meetings and orientation during the summer season.

### **PHYSICAL DEMANDS**

- 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.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and functions of this job. While performing the duties

of this position, the employee is required to sit, stand, talk and hear, walk various sites including rough and uneven surfaces, work outside, and work in inclement and severe weather. The employee works in a variety of settings and is around children of all ages. The noise level in the work environment can be extremely high when parks' equipment is being used. Additional occupational risks may be present as related to exposure to chemicals from supplies.

### **SELECTION GUIDELINES**

Employment application is required for all external applicants. Candidates will be interviewed as applicable, subject to a reference checking process and ranked according to education, experience, job knowledge, and skills as related to the position.

### **EQUAL OPPORTUNITY EMPLOYER**

The Town of Winslow is strongly committed to diversity in its work force. We are an equal employment opportunity employer. All qualified applicants will be considered regardless of ethnicity, nationality, gender, veteran or disability status, religion, age, gender orientation or other protected status.

### **APPLICATION PROCESS**

To be considered for the position, you must submit a completed employment application. You can email [amccaslin@winslow-me.gov](mailto:amccaslin@winslow-me.gov) or pick up an application at the rec center located at 114 Benton Ave Winslow ME 04901. If you have questions about the position, please contact Amanda McCaslin, Parks and Recreation Director, at [amccaslin@winslow-me.gov](mailto:amccaslin@winslow-me.gov) or by calling (207)872-2776 option 7