

## North Berwick Summer Camp Junior Counselor Job Description

Job Type: Seasonal

Hours: 6-18 hours weekly (1 to 4 days a week), varies week to week

Duration: 6 weeks of camp, training

Salary: Community Service Hours

Schedule: 9:00am-3:00pm Thursdays 9am-4pm

Location: North Berwick Community Center

### GENERAL

This position will assist all levels of recreation staff in various functions in all recreational programs, activities and events. This is an entry-level position within the Recreation Department and is designed to be a learning experience for employees starting out in the job market.

### SUPERVISION RECEIVED

Direct supervision may be received from the Head Counselor, Activities Coordinator, Camp Leader and Recreation Director

### ESSENTIAL DUTIES & RESPONSIBILITIES

1. Responsible to assist senior staff members in the day-to-day operations of program.
2. Responsible for equipment needed in different activities (taking out balls, bats, etc.) and returning to proper place at the end of activities.
3. Responsible to ensure all recreation programs are run in accordance with departmental policies and procedures.
4. Responsible to assist in running the Snack Shack a few times a week.
5. Responsible to reports all infractions or issues to immediate supervisor.
6. Responsible to help maintain a safe and clean environment. Cleaning bathrooms is required and is done by all.
7. May shadow Senior Councilors for learning experience in the operation of the department's programs.
8. Responsible to assist with activities when requested to by senior staff members.
9. Must be able to attend all staff training dates and meetings.
10. Responsible to assist other staff in any task that will enhance the camp.

11. Responsible to assist with special events and activities.
12. Responsible to assist senior staff with lunch duties—includes cleaning up.
13. Responsible to perform related duties as required.
14. Responsible for knowing and understanding the theme days and participating by dressing up, cooking something, etc.

## REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

1. Minimum age of 13 years old.
2. Must possess maturity, flexibility, a strong work ethic and the ability to have fun.
3. Must adhere to the proper dress code and guidelines.
4. Must be able to provide a valid State of Maine Work Permit if under 16 before being scheduled for paid work shifts or paid training.
5. Must enjoy working with youth and being outside in all weather.
6. Must have a working knowledge of a variety of recreation/athletic programs.
7. Must be able to follow directions from senior staff members.
8. Must be comfortable in the water and have the ability to swim.

Three letters of recommendation from non-family members stating why you are a great candidate for this position must accompany the Employment Application.

### Educational Requirements:

Successful completion of 8<sup>th</sup> Grade of High School and enrolled in school.

\*\*This program is an educational program, designed to help develop the candidate and their technical skills necessary to be an effective Camp Counselor in the future hopefully. It is not “working” at camp. Being a junior counselor is a training program, junior counselors are not paid and a position within the summer camp for next year is not guaranteed. All staff must re-apply from year to year. Cellphones are **not allowed** on you during the work day. You must participate in the theme days. You must request all time off by June 1<sup>st</sup> or I cannot guarantee you will get it off.

For further questions please feel free to contact Kaylyn Bell, NB Rec. Director at 207-676-3206 or [nbrec@maine.rr.com](mailto:nbrec@maine.rr.com)