

# North Berwick Summer Camp Counselor Job Description

Job Type: Seasonal

Hours: 30 to 31 hours a week

Duration: 6 weeks of camp, Training

Salary: Minimum Wage+ (Depending on experience)

Schedule: 9:00am-3:00pm Thursdays 9am-4pm (staff meeting)

Location: North Berwick Community Center

## GENERAL

This position will assist all levels of recreation staff; and may be asked to lead, in various functions in all recreational programs, activities and events. The Counselor will also be responsible to help organize and set up various activities for participants. This position will be responsible for making sure participants are kept busy. At times, you will need to help us plan theme days.

## SUPERVISION RECEIVED

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

## ESSENTIAL DUTIES & RESPONSIBILITIES

1. Responsible for assisting senior staff members in the day-to-day operations of programs and supervision of participants.
2. Responsible for helping get the equipment needed in different activities (taking out balls, bats, etc). and returning to proper place at the end of activities.
3. Responsible to reports all infractions or issues to immediate supervisor.
4. Responsible for the discipline of program participants for minor infractions.
5. Responsible for filling out necessary forms and reports, if necessary.
6. Responsible for the safety and well being of all participants in the program.
7. Responsible to help check areas at the beginning of the day to make sure areas are clean, healthy and free from hazards.
8. Responsible for walking groups of children to rest room facilities during bathroom breaks.
9. Responsible to help lead and/or assist with activities when requested to by senior staff members.
10. Responsible to help organize and plan activities and make suggestions for ideas.
11. Responsible to help with all cleaning duties, even bathrooms.
12. Responsible to assist with special events and activities.
13. Responsible for participant counts periodically throughout the camp day and on field trips.
14. Responsible to help supervise the campers while riding the buses to and from the field trips.

15. Responsible for ensuring all recreation programs are run in accordance with departmental policies and procedures.
16. Responsible to attend all staff training dates and meetings.
17. Responsible for knowing, understanding, and executing all camp policies and emergency procedures associated with the camp.
18. Responsible for knowing and understanding the theme day ideas and participating accordingly. Dressing up, cooking, etc.
19. Responsible for helping the Act. Coordinator organize and execute a theme day during the camp period.

JOB REQUIREMENTS:

1. Minimum of 16 years old.
2. Need some experience working with children in a youth orientated field such as recreation or education.
3. Must have the ability to give clear directions and communicate effectively with all staff members and campers.
4. Must enjoy youth and working outside in all weather conditions.
5. Must have a strong knowledge of a variety of recreation/athletic programs.
6. Must be able to follow directions from the Supervisory Staff.
7. Must be comfortable in the water and have the ability to swim.
8. Must adhere to the summer camp guidelines for proper attire.
9. Must have certification in CPR/First Aid with Epi-Pen endorsements from an approved agency. If hired we will provide a class for you to take.
9. Must leave cellphone in lockbox during camp hours.
10. Must be fingerprinted immediately in order for the background to be completed in time for the first day of camp. You cannot start your position unless they are back and approved.
11. Time off needed must be limited, if needed it must be requested by June 1<sup>st</sup>.
12. Must participate in the theme days by dressing up and being creative.

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 9<sup>th</sup> Grade of High School and enrolled in High School.

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