

City of Bedford

Department of Parks and Recreation

Job Description

JOB TITLE: Summer Camp Counselor

REPORTS TO: Summer Camp Director or Assistant Director

NATURE OF WORK

Under the direction of the summer camp director and/or assistant director, the summer camp counselor is responsible for the day-to-day supervision of participants in the summer camp program, which may include before and after care as assigned. The position is seasonal, not to exceed 40 hours per week while the program is in session. Additional hours for pre and post season work are to be determined.

GENERAL RESPONSIBILITIES

- Participate in pre-camp training
- Responsible for the safety and well-being of all participants in the summer camp and before/after care programs assigned to supervise
- Planning of group activities, daily agendas for assigned group
- Take attendance daily, follow procedures to contact parents if children are not present
- Maintain an environment that is positive and engaging with a variety of age appropriate activities for all participants
- Assist with urgent behavioral needs of any campers
- Ensure that all emergencies are handled according to procedure and are documented appropriately
- Maintaining a neat environment; that all areas are clean at the conclusion of each activity and at the end of the day
- Know and implement emergency procedures when necessary
- Perform cleaning duties as assigned/needed
- Respond to inquiries from community members, facility users; acknowledge and forward inquiries to camp director when necessary
- Develop a positive working relationship with Department and City staff, all registered participants/user groups and community members
- Report any unsafe conditions or problems with facilities, programs, participants, coaches, instructors, etc.
- Maintain a clean and neat appearance

- Must be dependable and maintain a good work record as to punctuality and daily attendance
- Perform all other duties as assigned
- Must be comfortable in and around water to safely monitor campers
- Perform cleaning duties as assigned/needed

QUALIFICATIONS REQUIRED

- Experience with camp or childcare/supervision
- Be able to perform all General Responsibilities satisfactorily
- Ability to perform moderate physical activity
- Ability to remain alert at all times
- Ability to work with minimal supervision
- Ability to maintain safe care and custody of children
- Use proper telephone protocol
- Have professional verbal and written communication skills
- Ability to understand and follow oral and written instructions
- Background check and drug screen required

PREFERRED QUALIFICATIONS

- Two plus years' experience as a camp counselor or assistant counselor
- Completed some college coursework in education, parks & recreation management or related field