

# City of Bedford

## Department of Parks and Recreation

### Job Description

JOB TITLE: Winter Break Camp Counselor

REPORTS TO: Recreation Coordinator

#### 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

#### PHYSICAL DEMANDS

While performing the duties of this job, the individual is regularly required to reach with hands and arms. The individual frequently is required to stand and/or walk and to use hands to handle, finger, feel or operate objects, tools or controls. The individual is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The individual will be required to speak and hear with regard to receiving supervision, performing supervision, working with others and communicating with the general public. The individual must frequently lift and/or move up to 50 pounds. The individual must have the ability to work out of doors for long periods of time in all weather conditions.

**The City of Bedford conducts pre-employment screening which may include drug screening, criminal background check, and verification of work history, academic credentials, licenses, personal references and certifications. Other screening may be conducted based on the level of responsibility, access, and requirements of the position or department.**

**The City of Bedford is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, sexual orientation, disability or military/veteran status in employment or provision of services.**

**Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**