

# City of Streetsboro

## Parks and Recreation Department



**Position:** Head Summer Camp Counselor

**Dates:** Late May – August 16

**Hourly Rate:** \$14.00 - \$19.00

### **Summary:**

The Streetsboro Parks and Recreation department will be hiring a Head Summer Camp Counselor this summer. This position will be responsible for the daily operation of an 12 week long summer camp at the Streetsboro City Park. He or She will organize and implement daily activities such as arts & crafts, outdoor education, sports, group games, projects, field trips and other recreational activities. The Head Summer Camp Counselor will lead and direct campers, lead fellow camp counselors, and supervise volunteers each day. Duties are performed under the direction of the Parks & Recreation Director and Recreation Programmer.

### **Responsibilities:**

- Works with the camp director in coordinating and organizing the total camp program.
- Provide program participants with a positive environment by conducting daily recreational activities such as sports, games, dance, exercise, media, arts & crafts and other activities.
- Leads all camp activities as per daily schedules, with room for flexibility and improvisation.
- Serves as a supervisor to camp counselors, and provides support as needed by camp director.
- Assists camp director with planning and implementing staff training.
- Delegates daily responsibilities to other counselors.
- Oversees safety of campers and staff, and ensures that all counselors, campers, visitors and parents/guardians adhere to camp rules & policies. The head counselor must also be accessible to address any emergency situations or incidents.
- Nurtures a sense of community among campers, counselors, parents and guests.
- Arranges camping materials, first aid, and supplies for each day of camp.
- Ensures total cleanup at the end of each day.
- Maintains attendance and incident logs and ensures proper reporting protocols.
- Observe safety precautions; correct minor safety problems and immediately report safety concerns to the supervisor; conduct activities in a safe manner maintain discipline at indoor and outdoor recreation areas including; pool, playground, gym, classrooms, field trips, etc.

- All behaviors comply with the Streetsboro Parks & Recreation Summer Camp Handbook.
- Work requires being outside majority of the time, climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, and lifting.
- Additional responsibilities as assigned.

### **Skills:**

- Ability to understand the Streetsboro Summer Camp Philosophy
- Ability to be the leader during activities
- Ability to communicate with children and parents
- Knowledge of general camp operations and recreation programs
- Capable of taking instructions and implementing the plan for the day
- Ability to improvise when schedule or plans are inaccurate
- Ability to enforce rules and safety regulations
- Ability to observe participant behavior, assess its appropriateness and apply appropriate behavior-management techniques;
- Assist the camp director in evaluating the camp program
- Ability to obtain First Aid and CPR certification
- Respond appropriately to situations requiring first aid.

### **Requirements:**

- Must be at least 18 years of age
- High school graduate or equivalent
- Previous experience as camp counselor or applicable experiences (such as teachers, teachers aid, studying early childhood education, studying sports/recreation management, etc.)
- Must be available everyday for entirety of the camps
- Experience with instructing youth including arts & crafts, sports, group games, projects, supervising field trips or other recreational activities
- Must possess a strong passion for recreation and working with kids.

### **Applying**

Interested Applicants must submit letter of interest, application, resume, and 3 references to the Streetsboro Parks and Recreation Department.

Mail to:

Streetsboro Parks & Recreation  
9184 St. Rt. 43  
Streetsboro, OH 44241  
330-626-3802  
[www.cityofstreetsboro.com](http://www.cityofstreetsboro.com)

Apply in Person:

Streetsboro Community Center  
8970 Kirby Lane  
Streetsboro, OH 44241