

***Camp Raymond - Summer Camp Counselor
Raymond Parks and Recreation Department
Town of Raymond***



Nature of work:

Summer Camp Counselor position is a 40 hour per week Part-Time Seasonal position responsible for managing a group of campers. As a Summer Camp Counselor, you will be responsible for assisting in the supervision of children, and executing the operation of running activities, field trips, and all aspects of creating a fun and safe environment for the campers. The Summer Camp Counselor will be directly reporting to the Assistant Camp Director and Camp Director.

Essential Duties and Responsibilities:

- Knowledge of camp policies, rules, guidelines as well as general practices and procedures followed in the Parks & Recreation Department.
- Oversees the development of the program, plans and implements all camp activities including weekly trips and special activities and/or assignments with approval from the Director of Parks and Recreation.
- Supervises and makes recommendations to the Camp Directors regarding camper actions.
- Works closely, cooperatively and amicably with all staff members.
- Monitors and ensures appropriate participant behavior and adherence to camp rules and regulations.
- Assesses the overall program to see if there are any changes that need to be made for optimum functioning. Makes recommendations to the Camp Director when necessary
- Executes the weekly schedule of camp activities with staff. Play games and activities with campers.
- Checks ID at sign-in/sign-out.
- Ensures camp is leaving and returning on-time for field trips.
- Filling out all injury and accident reports for every incident in a timely manner.Or, reporting these to the Assistant Camp Director and Camp Director.
- Performs related work as may be required.

Requirements of Work:

Assists with planning and organizing the activities and personnel involved at Camp Raymond

The ability to learn parks and recreation programming and facilities management

Ability to display good leadership skills and be a great mentor for staff and campers

Ability to establish and maintain effective working relationships with co-workers, staff personnel, program participants and the general public

Have a friendly personality that encourages effective activity by staff and participants

Considerable knowledge of first aid methods and safety precautions used in recreation programming

Ability to interpret effectively the policies of the department to employees and the public

Training and Experience Required:

Experience and/or the desire to learn recreation leadership skills and/or supervisory capacity. .

Wage: \$14 to \$16 an hour depending on experience. This is a part-time seasonal position that will be 40 hours per week. The job timeline is Mid-June to the end of August. Ability to complete CPR and Water Safety Training certificates.

Organizational Structure:

