

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



Nature of work:

Junior Summer Camp Counselor position is a 24-hour per week Part-Time Seasonal position responsible for managing a group of campers with a Senior Camp Counselor. As a Junior 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 Junior 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.
- Assists with 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.
- Works with the Senior Camp Counselor 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.
- Executes the weekly schedule of camp activities with staff. Play games and activities with campers.
- 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:

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: \$15 to \$16 an hour depending on experience. This is a part-time seasonal position that will be 24 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:

