

CITY OF LEWISTON

Job Description

Job Title: Day Camp Lead Counselor

Division: Recreation

Reports to: Recreation Coordinator

FLSA Status: Non-Exempt

Class/Grade:

Bargaining Unit:

Summary:

The Day Camp Lead Counselor works in the Camp Smiles Summer Camp program in a variety of roles. This position will oversee a group of 30-40 campers, as well as 4-6 staff. The Day Camp Lead Counselor will work alongside other Lead Counselors to plan and implement daily activities and programs for children ages 5-12. The person in this position should be organized, responsible, flexible, and have experience working with children. This position reports to the Recreation Coordinator, and Recreation Director.

Essential Duties and Responsibilities:

1. Greet parents, campers, and staff with a smile.
2. Organizes, supervises, schedules, and provides supervision in sports, gym/field games, arts and crafts, and low organized games.
3. Provides feedback for seasonal staff evaluation
4. Maintain daily attendance of assigned group.
5. Maintain injury/incident reports
6. Supports administrative staff in enforcing department protocols and procedures
7. Assumes responsibility for the participants when they arrive at camp and work to ensure the safe, efficient and smooth operation of the program.
8. Communicates problems and concerns to Summer Camp Director.
9. Assists with training summer staff.
10. Communicates with parents/guardians as needed.
11. Assists in planning, and organizing field days, programs, dances, demonstrations, special events, and participates in supervising children on weekly field trips.
12. Maintains records of attendance, accident reports, disciplinary actions, and notifies participants of any postponed events and activities.
13. Assists with breakfast and lunch distribution.
14. Performs related work as required.

Other Duties& Responsibilities:

1. Required to participate in Day Camp staff training sessions prior to the opening of the program.

2. Working knowledge of the techniques, rules, materials, and equipment of common sports, crafts, and recreational activities.
3. Ability to adhere to a pre-set program of events and activities, implement events and activities, as well as, clean-up after events and activities.
4. Working knowledge of planning, scheduling, and supervising special events
5. Ability to organize, lead, teach, and participate in games and activities suited to needs and desires of participants.
6. Is an enthusiastic and energetic leader, a good listener and has good interpersonal communications skills
7. Is assertive and takes initiative
8. Ability to keep and prepare reports for pertinent records.
9. Ability to establish and maintain effective working relationships with children and adults engaged in recreational pursuits.

Supervisory Responsibilities:

Supervises 4-6 seasonal, temporary summer camp counselors

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently requires to stand, walk, sit, use hands to finger, handle or feel and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities include close and distant vision, color, peripheral and depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of this work environment is usually moderate.

Certifications, Licenses, Registrations:

CPR Certification is helpful, but not required

Education and/or Experience:

Must have experience working with children; hold a High School diploma or equivalent; or any equivalent combination of experience and training. Must be 18+.

Comments:

Camp Smiles is an 8 week program run at the Lewiston Armory. The Day Camp Lead will work 40 hours/week, and will be required to attend all pre-camp training.