

CITY OF LEWISTON

Job Description

Job Title: Day Camp Counselor
Division: Recreation
Reports to: Recreation Coordinator
FLSA Status: Non-Exempt
Class/Grade: N/A
Bargaining Unit: N/A

Summary:

The person in this position is responsible for providing a safe, enjoyable summer camp experiences for all campers in the summer camp program. This work involves taking direction, the ability to take charge, and having good judgement skills. A summer camp counselor is required to be with the campers at all times, including all swimming activities.

Desirable experience and training:

Camp Counselors should be at least 16 years of age, or show examples of leadership or youth program experience. They should have an understanding of age appropriate activities and behavior management techniques for children in grades K-8. The camp counselor should be able to initiate activities and be a self-starter, as well as have effective communication skills, for dealing with children and adults. Camp counselors should also possess the following traits: dependable, considerate, flexible, sense of humor, and a great work ethic.

Summer Camp Counselor Duties:

- 1 Greet parents and campers with a smile.
- 2 Be familiar with, and in compliance with, all of the information in the staff handbook.
- 3 Attend all staff meetings and training sessions, as well as complete all required online trainings.
- 4 Ensure all environments, in which he/she supervises children, are safe and age appropriate.
- 5 Plan/Implement activities and events as assigned by the Recreation Supervisor.
- 6 Report any accidents, injuries, and incidences to the Recreation Supervisor and immediately fill out appropriate paperwork.
- 7 Follow Emergency Action Plan.
- 8 Adhere to duties and responsibilities assigned to you by the Senior Staff and Recreation Supervisor.
- 9 Be accountable for all equipment and use it in an appropriate manner.
- 10 Bring and suspicions of abuse or neglect of a child who attends camp to the attention of the Recreation Supervisor.

- 11 Participate in all games and activities.
- 12 Be a positive role model.
- 13 Any other duties assigned to staff member by a Lead Staff Member, Recreation Coordinator or Recreation Director that will better the overall recreation and leisure experience for not only the campers, but the community members of Lewiston.

Responsibility and Supervisory Relationships:

The camp counselor is directly responsible to the Lead Staff and Recreation Coordinator. Camp counselors ultimately report to the Director of Recreation.

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:

Experience working wth children desired, but not mandatory. Must be 14+ and have reliable transportation.

Comments:

Camp Smiles is an 8 week program run at the Lewiston Armory. The Day Camp Counselor will work 20-40 hours/week, and will be required to attend all pre-camp training.