



SOUTH WINDSOR  
Parks & Recreation

## South Windsor Parks and Recreation Summer Camp Counselor

**Position:** Summer Camp Counselor

**Reports To:** Camp Directors

**Job Type:** Seasonal- June-August, approximately 40 hours/week

**Rate:** \$15.75/hour

**Job Summary:** Under the direction of the Camp Director, the Summer Camp Counselor is responsible for the direct supervision and safety of all Campers. This position is responsible for assisting the Site Supervisors in all phases of successful safe operation and total administration of the camp program.

**Know How:** The Summer Camp Counselor should be a motivated, team player, with good communication skills, and express a willingness to work with children. The Counselor should be flexible, demonstrate an ability to lead organized activities, has an understanding of child development and day camping. Must have previous experience working with youth and leading activities. The Counselor should be currently enrolled in high school or college, and/or have graduated from college. The individual must have current BLS CPR and first aid certification.

### **Responsibilities:**

- To act as a positive role model for our youth and staff, providing guidance and leadership, a sense of fair play, cooperation, and an understanding of the environment.
- Actively maintain sign-in/ out records while following proper procedures
- Reviewing and maintaining detailed rosters of assigned campers
- Provide quality customer service to all participants
- Developing, planning, always implementing and supervising activities
- Following assigned schedule while actively participating in all activities
- Assisting Lifeguards with supervision during all aquatic related activities
- Maintaining a controlled and professional atmosphere with on and off-site field trips
- Ensuring safe practices with all equipment and supplies
- Utilizing CPR/ First Aid/ AED/ Blood borne Pathogens training when necessary
- Effectively communicating issues, concerns or announcements amongst staff and parents/ guardians
- Providing proper documentation for incidents/ accidents/ behavior reports
- Implementing proper behavior management and discipline procedures
- Distributing any handouts to parents/ guardians
- Assist in overall operation of camp program
- Act as a mentor for new staff
- Act as a role model towards campers and staff

**Application Deadline:** April 1, 2024