



## Town of Colchester Job Description

# Summer Camp Counselor

### **GENERAL STATEMENT OF DUTIES**

Responsible for planning and conducting organized recreational activities for campers. Responsible to supervise a specific group of children. Responsible for the implementing of positive character values such as caring, honesty, respect and to be a good role model with enthusiasm and a daily positive attitude towards all campers, peers and other CIT

### **WORK SCHEDULE/ RATE OF PAY**

Up to but not to exceed 40 hrs per week.  
Starting pay \$8.25/hr

### **SUPERVISOR**

Works under the direct supervision of the Camp Director & Assistant Director and general supervision of Recreation Supervisor and Recreation Manager.

The following is an illustrative and non-exhaustive list of duties:

### **ESSENTIAL DUTIES**

- Prepares daily lesson plans.
- Prepare activities and participate in program planning, special events, field trips and staff meetings and evaluations.
- Guide campers in participating successfully in all aspects of the program.
- Interpret and carry out program policies and practices in accordance with the Parks and Recreation Department.
- Maintain positive interaction and communication between counselors, C.I.T.'s, and Directors and parents.
- Provide minor first aid to campers: Fill out accident reports. Check Identification of camper's guardians/parents at camper pickup.
- Maintain supplies and equipment in good condition. Report damages.
- Maintain a safe, orderly program area, inspect facilities daily, report damage.
- Responsible for health, safety, and well being of participants. Maintain daily health & first aid records. Know health status of all assigned campers.
- Participate in program activities and be aware of participant functioning.
- Comply with Town of Colchester Personnel Policies.
- Other duties as assigned

### **Head Counselor**

- Organize and run age/grade appropriate activities each day
- Create activities and games
- Oversee a specific group of children
- Plan special events
- Experience working with children required.

### **Junior Counselor**

- Assist Head Counselor in all tasks

- Lead activities and games for your specific group
- Assist in planning special events

### **Special Needs Counselor**

- Work with children with special needs within their groups
- Work collaboratively with staff to create inclusive activities
- Handle behavior issues
- Experience working with special needs children preferred.

### ***KNOWLEDGE, ABILITY & SKILLS***

Ability to work well with children. Knowledge of teaching methods for organized games and free play activities and specific areas of expertise. Ability to establish and maintain effective working relationships with other employees and the public. Ability to anticipate and recognize dangerous and potentially dangerous situations at recreation facilities. Ability to recognize emergencies and to take necessary preventative action. Ability to establish and maintain effective working relationships with other employees and the public:

### ***EXPERIENCE AND TRAINING***

Experience working with children required. Successful completion of Counselor in Training program preferred. American Red Cross or American Heart Association CPR and First Aid certification required. Knowledge of organized games and free time activities, and simple arts and crafts preferred.

### ***PHYSICAL DEMANDS & WORK ENVIRONMENT:***

1. Sufficient stamina and strength to be exposed to the discomforts of working outdoors in the summer. Must be able to work around trees and foliage and be able to withstand dust.
2. Ability to push/pull/lift objects weighing less than 50 pounds. Must be mobile and able to sit for long periods of time on the ground. Able to perform gross body coordination.
3. Able to see objects far away as in driving and closely as in reading a report. Able to hear normal sounds with some background noise and to communicate through human speech. Able to concentrate on fine details with some interruption; needs to attend to task/function for more than 60 minutes at a time.
4. Able to understand and relate to specific ideas, generally several at a time, and to understand and relate to theories behind several related concepts. Able to remember multiple tasks/assignments given to self and others over extended periods of time.
5. Must be able to perform the essential functions of the job with or without reasonable accommodation.
6. A physical and medical exam may be required.

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies

*This job description is not all-inclusive and is subject to change by the First Selectman's Office at any time.*