



SUMMER CAMP COUNSELOR JOB DESCRIPTION

POSITION: SUMMER CAMP COUNSELOR	CATEGORY: SEASONAL
REPORTS TO: PROGRAM COORDINATOR, ASSISTANT PROGRAM COORDINATOR	
FLSA STATUS: NON-EXEMPT	
SUPERVISES: YOUTH	

ESSENTIAL JOB FUNCTIONS:*

- Be a working member of a team oriented group.
- Follow the instructions of the lead counselors.
- Lead and instruct the youth that attend the Park Program.
- Implement daily activities as directed by the lead counselor.
- Prepare fields, courts, and classrooms for instruction.
- Prepare daily time sheets.
- Attend and participate in opening and closing ceremonies.
- Supervise and interact with children during activities and events.
- Supervise and interact with children within your age group.
- Monitor children's interactions within the group.
- Prepare, supervise, and assist kids for the pool.
- Participate in all activities with kids and counselors.
- Promote a cohesive park program team and positive work environment.
- Communicate with superiors and coworkers on concerns and disciplines.
- Perform general routine maintenance as required by supervisors. (E.g. picking up litter, cleaning floors, replacing toiletries, etc.)

** Please Note: The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

QUALIFICATIONS:

Knowledge of:

- Principles, practices and application of activities and games.
- General rules and regulations pertaining to the LPRD.

Ability to:

- Adhere to LPRD core values and principles while maintaining a positive image of the organization to members of the community.
- Follow written and oral instructions.
- Maintain CPR and First Aid certification.
- Enforce department rules and regulations while maintaining a safe and secure environment at all times.
- Recognize and mitigate potential hazards and risks.
- Act quickly and calmly in emergencies while notifying the appropriate parties.
- Work cooperatively with diverse populations.

PHYSICAL DEMANDS & WORKING CONDITIONS:

- Constant noise
- Varied weather conditions
- Work environment includes:
 - 10% inside; 90% outside
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.
- Occasionally 0-20 pounds, 21-40 pounds, 41-60 pounds, rarely 61 pounds and above.

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Updated by: Caitlin Leverone

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