

Town of Burlington
Parks & Recreation Department
Camp Counselor Job Description

Position: Camp Counselor

Department: Parks & Recreation

FLSA: Non-exempt

Reports To: Camp Coordinator/Co-Coordinator/Director, Parks & Recreation

Supervises: No supervisory responsibility

SUMMARY OF RESPONSIBILITY:

The Camp Counselor assists in planning, teaching, coordinating, and implementing camp activities. Camp Counselors are responsible for all participants assigned to them as well as providing a safe, fun-filled environment.

Essential Functions:

- Performs duties assigned by the Camp Coordinator/Co-Coordinator.
- Responsible for all campers assigned to their unit ensuring their safety at all times.
- Participate actively and enthusiastically in all camp activities, staff meetings and training sessions.
- Ensure daily schedule, initiating, explaining and implementing activities with their group.
- Stays on premises of unit unless the Camp Coordinator is notified.
- Provide a respectful and pleasant environment to campers fellow employees and parents.
- Keeps all supplies and necessary equipment assembled before participants arrive and put away at the end of the day.
- Keep records and make reports as required.
- Must be responsible for handing out any forms or permission slips to the parents of the children in their groups in a timely manner.
- Communicates with parents, guardians, caregivers, patrons, and public regarding camp matters and facility regulations.
- Responsible for all campers in the water, as well as on the beach. Lifeguards have ultimate responsibility on the waterfront
- Ensure a clean camp area by at all times
- Performs maintenance tasks as assigned.
- Informs the Camp Coordinator/Co-Coordinator when supplies are low.

Other Functions:

- Performs related duties as required.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

QUALIFICATIONS AND COMPETENCIES:

- High School Diploma/GED or currently attending High School/College required.
- Previous experience working with children and/or in municipal recreation or group recreation strongly preferred.
- First Aid and CPR certification preferred. Hired applicants required to get certified.
- Ability to work in a fast-paced environment and juggle multiple priorities.
- Able to think quickly, assess a situation and make a sound decision.
- Ability to assess community recreational needs and to initiate, organize and follow through on recreation programs and projects.

Mental and Physical requirements:

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

- Must be able to perform continuous bending, twisting, stooping, reaching and lifting of moderate to heavy weight material up to 50 lbs.
- While performing the duties of this job, the employee will often work out of doors in all weather conditions.
- Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to keep his/her composure with the public and co-workers in everyday, stressful and emergency situations.

Pay Rate: \$16.35 per hour

Shift Hours: 8 am – 4 pm or 8:30-4:30 pm, 40 hours per week