



CANTON

PARKS & RECREATION

Inspiring People. Celebrating Community.

Job Description

Position Title

Summer Counselor, Pequitside Summer Program

General Statement of Duties

Counselors are primarily responsible for a group of campers. The Counselor is also responsible for planning, facilitating, and implementing activities. Summer Counselors guide campers in their personal growth and daily living skills. Must provide constant energy and enthusiasm while facilitating activities, singing songs, and executing the camp experience.

Supervision

Employee works under the general supervision of the Program Director and Head Counselor.

Job Environment

Work is performed in moderately noisy and very busy office/program space as well as remote sites.

Employee has frequent contact with the general public, department staff, parents, and campers.

Position Functions

The essential functions or duties listed below are intended only as an illustration 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 work is similar, related, or a logical assignment to, or extension of, the position.

Essential Functions:

Supervision

- Directly responsible for supervision of campers.

Programming

- Organize and facilitate programs and activities.
- Set-up, maintain, and store equipment properly.
- Participate in all program activities as assigned.
- Demonstrate good sportsmanship at all times.

Health and Safety

- Ensure that campers know and follow safety procedures at all times.
- Conduct head count prior to boarding the camp bus and as instructed by the

Head Counselor or Director. Conduct periodic head counts throughout the day and anytime there is a change in location.

- Stock and maintain assigned First Aid Pack and have on your person at all times.
- Conduct daily checks of areas and equipment for safety, cleanliness, and good repair.
- Provide guidelines to campers for specific programs as required.

Communication

- Represent the Department when interacting with campers, parents, or community members.
- Observe camper behavior and apply appropriate behavior management techniques.
- Report concerns and incidents to the Head Counselor or Program Director in a timely manner and according to Departmental protocols.
- Provide parents appropriate feedback and information as needed.
- Maintain clear and positive verbal communication with all campers.
- Follow and support the policies, procedures, and expectations of the Department and the Town of Canton.

Other Duties as Assigned

Recommended Minimum Qualifications:

Physical and Mental Requirements

The employee works in a moderately noisy environment and is exposed to outdoor weather conditions: sun, heat, insects, etc. Employee will be required to ride on buses and be able to participate in physically active activities.

Education and Experience

- Must be 16 years of age.
- Minimum of 1 year of experience working with children preferred.
- CPR/AED and First Aid certification preferred.

Knowledge, Skills, and Abilities

- Ability to manage a group in a dynamic environment.
- Ability to relate to youth and adults in a positive manner.
- Ability to respond appropriately to emergency situations.
- Ability to communicate and provide necessary instruction to campers.
- Ability to observe camper behavior, assess its appropriateness, and apply appropriate behavior-management techniques.
- Demonstrated organizational skills and attention to detail.
- Ability to be self-motivated and to take initiative.