

**TOWN OF GORHAM
RECREATION DEPARTMENT
JOB DESCRIPTION**

SUMMER CAMP COUNSELOR

GENERAL SUMMARY

Summer Camp Counselors assist the Summer Camp Director in providing a safe, enjoyable, and memorable experience for children enrolled in the Summer Camp program. Counselors are responsible for carrying out the daily camp schedule and promoting camper involvement in all activities. Counselors act as positive role models and ensure the physical and emotional well-being of campers at all times during on-site and off-site camp activities.

POSITION CLASSIFICATION: This position is classified as a seasonal full-time nonexempt position.

SUPERVISORY FUNCTION: None

ESSENTIAL JOB FUNCTIONS

- Must be able to work a variable schedule that may include mornings, afternoons, and/or early evenings.
- Must be able to work for the duration of the Summer Camp schedule and attend all scheduled trainings and meetings.
- Must be able to effectively interact with all age levels.
- Must remain attentive to campers and engaged at all times.
- Must have ability to work independently.
- Must be able to stand, walk, swim, talk, listen, stoop, kneel, reach, and lift up to 50 pounds.
- Must be able to work outside in extreme hot and cold weather conditions.
- Must be able to work long hours with short breaks, under stressful conditions.
- Must be able to establish and maintain effective working relationships with children, parents, employees, and the general public.

External and internal candidates, as well as position incumbents who become disabled as defined under the Americans with Disability Act, must be able to perform the essential job functions (as listed) either unaided or with assistance of a reasonable accommodation to be determined by management on a case by case basis.

PRIMARY DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)

- Ensure the physical and emotional well-being of campers at all times by monitoring camper participation and safety during all on-site and off-site activities.
- Facilitate fun, age-appropriate games and activities designed to build self-esteem, teach teamwork, new skills, fair play and good sportsmanship, and encourage interaction.
- Maintain accurate attendance rosters and ensure campers are accounted for at all times during all on-site and off-site activities.

- Role model positive attitudes and behaviors to campers and Field Trip Counselors, including good sportsmanship, hygiene, and overall conduct.
- Ensure that all environments and equipment used for camp programs are safe and appropriate for children.
- Ensure health and safety of campers at all times by taking preventative measures, such as proactively reminding campers to hydrate and apply sunscreen.
- Treat all campers equally without exhibiting favoritism and maintain appropriate boundaries with campers and staff members.
- Demonstrate respect for diversity and maintain an attitude of inclusion.
- Implement the emergency action plan according to established department protocol.
- Report all accidents, incidents, and unsafe conditions to the Camp Director immediately.
- Ensure equipment is used and maintained in a safe, appropriate manner.
- Notify the Camp Director immediately of any suspected abuse or neglect of a child who participates in camp.
- Notify the Camp Director of any violations of town policies by self or others including, but not limited to, workplace violence, sexual harassment, fraud, and waste or abuse of town property or equipment.
- Anticipate and prevent problems, respond to conflict, and provide positive, age-appropriate and approved discipline when needed.
- Follow all department protocol, as well as Town of Gorham policies and procedures.
- Assist campers in emergency situations as trained and qualified (e.g. fire, evacuation, illness, or injury).
- Represent the Summer Camp program in a positive manner when interacting with parents or community members by maintaining a professional demeanor, communicating respectfully, and remaining attentive to campers at all times.
- Work with Camp Director to determine when it may be appropriate to contact parents of camp participants regarding situations that occur during program hours.
- Perform other related duties as assigned, such as set-up, clean-up, and supervision of early arrival and/or late pick-up campers.

These are illustrative guidelines. The employee in this position is expected to perform other work as requested.

DESIRABLE SKILLS AND ABILITIES

- Ability to facilitate structured, age appropriate activities for children grades K-8.
- Ability to supervise children in a respectful and safe manner.
- Ability to recognize and eliminate potential safety hazards.
- Ability to think clearly and use good judgment in ordinary and emergency situations.
- Ability to maintain a high level of professionalism and courtesy at all times.
- Ability to anticipate and prevent problems.
- Ability to communicate in an effective and professional manner with children, parents, coworkers, supervisors, and the general public.
- Basic knowledge of positive behavior management techniques for children grades K-8.
- Ability and willingness to act as a positive role model in attitude and behavior at all times.

EDUCATION AND EXPERIENCE

A minimum of 1 year related experience working with school-age children required. CPR/First Aid Certification and/or Lifeguard Certification strongly desired. Other relevant certifications a plus. Prior experience in a responsible leadership role preferred. Any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities may be considered.

WORKING CONDITIONS

Physical Demands: While performing the duties of this job, the employee is frequently required to sit for long periods of time; stand for long periods of time; walk; jump; reach with hands and arms; push and pull; twist and turn; bend; swim; balance; stoop; kneel; climb; crouch or crawl; and finger, handle, or feel objects, tools, or controls. Sufficient speech and hearing is necessary to be able to communicate effectively by phone, radio, or in person. Specific vision abilities required by the job include close vision, distance vision, and color vision. Ability to work extended and/or varying hours required. The employee must be able to lift up to 50lbs on a repetitive basis, and have the physical strength and abilities necessary to perform essential functions of the job.

Mental Demands: While performing the duties of this class, the incumbent is regularly required to remain constantly alert; use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; work with constant interruptions; and interact with staff, children, officials, and the public.

Environment: Work is performed both indoors and outdoors in all weather conditions. While performing the duties of this job, the employee may be exposed to various types of adverse weather conditions such as extreme heat, humidity, cold, and/or rain. While performing the duties of this job, the employee may have potential exposure to dust, airborne particles, moving mechanical parts, chemicals, fumes, and medium noise levels. Hazards are considered minor and controllable, but may include exposure to human error and angry/hostile humans.

The above statements are intended to describe the general ratio and level of work being performed by people assigned to this job. It is not intended to be an exhaustive list of responsibilities and duties required. This job description may be changed, at any time, at the sole discretion of the Town of Gorham to provide for its changing needs.