

TOWN OF SHARON JOB DESCRIPTION

Title of Position: CAMP COUNSELOR (SPORTS)

Department/Appointing Authority: RECREATION

Date: 01/21/09

Originator: BRETT MACGOWAN

Personnel Board Use Only

Classification: Summer Employment- Part time: Position not classified

Effective Date: 6/11/2009

Classification Authority: ☐ **Personnel Board** ☐ **Collective Bargaining**

1. Summary Description

The Sharon Recreation Department Camp Counselor are the primary caregivers for each camper. The Counselor is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living skills.

2. Essential Functions

The essential functions or duties listed below are intended only as illustrations 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, related or a logical assignment to the position.

1. Assist in the direction, supervision, and organization of campers in their camper group within activities and throughout the camp in order to meet the intended camper outcomes. Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth. Assures campers are properly supervised at all times. Be aware of and implement safety guidelines.
2. Participate in the development and implementation of program activities for campers within the mission and outcomes. Responsible for leading or assisting with the teaching of activities. Actively participate in all program areas as assigned. Provide for a progression of activities within the framework of individual and group interests and abilities.

3. Maintain high standards of health and safety in all activities for campers and staff. Provide the daily care of each camper within your supervision including recognition of personal health needs. Ensure that campers receive their medications as directed by Health Care Manager. Be alert to campers and staff needs and assist them with personal and/or health problems. Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to Head Counselor.
4. Be a role model to campers and staff in your attitude and behavior. Follow and uphold all safety and security rules and procedures. Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.
5. Represent the camp when interacting with parents or community members. Provide parents appropriate feedback and information as needed for their campers to have a successful camp experience. Follow safety and security protocols when campers are in public while presenting a positive image of the camp.

Other Job Duties:

Contribute to verbal and written evaluations and communication as requested.
Identify other tasks or duties that this position may be expected to perform but are not necessarily the primary focus of this position.

3. Supervision

Campers assigned to group 1:10 ratio for ages 7-12; 1:5 ratio for ages 3-6

4. Reporting Structure

Head Counselor

5. Physical Environment

Outside at Ames Street. Inside at HS Gymnasium.

6. Education/Basic Knowledge

Understanding of the development needs of youth.
Ability to relate to youth and adults in a positive manner.
Demonstrated knowledge and skill in program areas designated camp program areas.

7. Experience

Must be 16 years of age.

Must be able to obtain or become certified in First Aid/CPR.

Must submit health history record and examination form prior to first day of work.

Ability to interact with all age levels.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.