

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: Camp Counselor
Reports to: Camp Director or Recreation Program Manager
Position Status: Part Time
Pay Status: Hourly

JOB SUMMARY

The Camp Counselor assists with the planning, organization and leading of well-rounded summer day camp programs and daycare programs for the people of the Bainbridge Island Metropolitan Park and Recreation district. Directly leads program activities and supervises participants. Camp counselors are responsible for the safety and well being of each camper assigned to them.

ESSENTIAL JOB FUNCTIONS

1. Assist Camp Director in preparing for the seasonal camps (i.e. set up location, organize materials, organize camper forms, post camp clean-up and more).
2. Directly lead program activities and supervise participants.
3. Maintain organization of supplies and ensures clean-up is done and materials stored appropriately following activities.
4. Communicate needs and wishes of campers to Camp Director and other staff to offer constructive evaluation of planned activities and how they are meeting the needs of the campers.
5. Attentive and proactive to health and safety of campers.
6. Maintain awareness of and supports any special needs of campers.
7. Teach campers specialized skills (ie: art, sports, chess and computers).
8. Complete paperwork as appropriate in a timely and accurate manner.
9. Serve as an ambassador between the Park District and participants, including wearing staff shirt, greeting individuals, and maintaining current displays and signs.
10. Help mediate conflict and behavior issues in a calm, firm and respectful manner.
11. Provide a positive atmosphere and instigate fun for campers.
12. May be asked to help special needs campers on-on-one.
13. Attend training and camp staff meetings as assigned.
14. Help prepare and clean up after each camp day.
15. Perform other duties and responsibilities as assigned.

QUALIFICATIONS

- Must be at least age 16.
- Experience working with children, youth or teens in a recreational setting.
- Current CPR, AED and First Aid certification given preference, but not required.
- Must pass criminal background check if applicable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively and comfortable working with people of all ages and abilities.
- Ability to organize, create and lead a wide variety of recreational activities as arts & crafts, outdoor skills, storytelling, games, sports, drama and other creative camp activities.
- Flexibility, a positive attitude, enthusiasm and excellent problem-solving skills preferred.
- Experience or interest in the camp area of focus.

- Enjoyment of outdoor activity and ability to work outside.
- Ability to focus on a single task, transition quickly and multitask as needed
- Good to excellent physical fitness and energy level.
- Must have reliable transportation to get to a variety of locations.

WORK ENVIRONMENT AND PHYSICAL EFFORT

This is a non-smoking workplace. Depending on the specific Day Camp, work is performed both indoors and outdoors using a Park District, public or private facility. Though most camps operate during the day, a few camps meet in the evenings and/or overnight.

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

- A Camp Counselor must be in good physical condition to work with children and adults up to 8 hours a day, 5 days a week.
- Must be able to hear distress noises and hear and see distress signals in a variety of environments, keeping safety in mind at all times.
- Must be able to sit, stand, walk, grab, pull and push objects, squat down, stoop, kneel, crouch and jump.
- Ability to lift up to 50 pounds, including safely lifting children.
- Hours will vary depending on the camp schedule and may include early morning, weekend and evening shifts.

SIGNATURES

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Employee Name

Manager Name

Employee Signature

Manager Signature