TOWN OF PITTSFORD

JOB TITLE: DAY CAMP COUNSELOR (Seasonal)

EXEMPT (Y/N): No
SHIFT: 40± hour/week variable
LOCATION: Lothrop School/Pittsford Recreation Area

EMPLOYEE: SALARY LEVEL:
REPORTS TO: Day Camp Director
PREPARED BY: Recreation Director DATE: 3/15/06
APPROVED BY: DATE:

SUMMARY:

The Recreation Department is looking for staff members that are leaders, positive role models, creative, and honest who are willing to increase their skills and awareness while undertaking the position of camp counselor.

ESSENTIAL DUTIES:

- Have constant responsibility for the welfare and safety of all campers
- Will be a good moral example for the children
- Use discretion in conversational topics
- Physical, sexual, or psychological abuse, use of drugs, alcohol, or other intoxicants while on the job are grounds for immediate dismissal
- Attend any staff in service training days or conferences as offered
- Will organize and lead group activities (arts & crafts, sports, & games, nature exploration, etc…)
- Maintain and enforce all Day Camp rules and policies and ensure that safety equipment is in good order and readily available
- Complete required records and reports on time (accident reports, injury logs, and/or incident reports)
- Teach various levels of child development
- Communicate all concerns and needs with Day Camp Director and/or Recreation Director

- Administer first aid and respond quickly to all emergency situations
- Carry out additional duties as assigned by the Day Camp Director

EDUCATIONAL EXPERIENCE:
High school diploma or general education degree (GED); or experience related to job in working with children ages 6-12 years old.

SPECIAL QUALIFICATIONS:
- Certified in infant, child, and adult CPR and standard First Aid
- High school or college student is preferred, but must have completed the 10th grade and be at least 15 years of age
- Leadership and supervisory skills are a must
- Must work well with children and willing to work cooperatively with others
- Able to recognize, prevent, and correct safety hazards
- General Knowledge of principles and practices of a day camp program as well as rules, regulations, and procedures

PHYSICAL DEMANDS:
While performing the duties of the job, the employee is regularly required to use hands to handle and feel objects and tools; reach with hands and arms, talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision and color vision.

WORK ENVIRONMENT:
While performing the duties of this job, the employee must be willing and able to work outside in various weather conditions. The noise level in this work environment is usually moderate