

## **Town of Sunapee, NH**

**POSITION: Day Camp Counselors**

**DEPARTMENT: Recreation**

**FLSA STATUS: Non-Exempt**

**REPORTS TO: Summer Camp Director**

**LABOR GRADE: \$11 - \$13**

**DATE:01/19/2023**

### **GENERAL SUMMARY**

Reports directly to the Summer Camp Director. Responsible for children's safety during course of day camp.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Lead the assigned outdoor activities and/or sports for groups of campers.
- Escort and oversee children to and from assigned activities.
- Lead recreational and educational activities (such as swimming, hiking or crafting)
- Educate campers through games and explorations.
- Set up and maintain equipment, as needed.
- Resolve occasional disagreements between children and address behavioral issues.
- Make sure all safety rules are followed.
- Keep accurate incident logs, and alert Camp Director immediately.
- Work harmoniously with the public, public agencies and their staffs, and private organizations.
- Certified in First Aid and CPR techniques.
- Perform all additional duties as assigned by the Town of Sunapee.

### **OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as requested by the Summer Camp Director or Assistant Summer Camp Director.

### **SCOPE AND EFFECT**

Camp Counselor are responsible for overseeing camp activities and ensuring that campers are engaged and nurtured. The duties and responsibilities of a Camp Counselor also include planning summer camp games, providing enriching experiences for campers, setting up equipment, and actively participating in camp activities.

### **PERSONAL CONTACTS**

Contacts are typically with the Director and Assistant Director of the Day Camp. Work effectively and diplomatically with parents, staff, town officials, and employees.

### **PURPOSE OF CONTACTS**

The purpose is to implement and direct the camp activities that are assigned to each group of campers.

### **DESIRED MINIMUM QUALIFICATIONS**

Applicants must be at least 14 years of age and have experience in supervising children. Should have the ability to work unsupervised with a wide range of people. Familiar with various outdoor activities, be patient and reliable, organized and possess good communication skills, and a love of children. May need to pass a drug or background test according to local laws.

### **LICENSING AND CERTIFICATION**

CPR, First Aid Certifications.

### **TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS**

Proactively monitor the equipment for disrepair, alert proper personnel for corrective action on fixing and/or replacing and keep in safe working order for the public.

## **PHYSICAL DEMANDS**

Ability to meet the physical demands of the job (strength and stamina to follow strenuous activities like hiking, running, or carrying children).

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear, and smell. Employee must occasionally lift, carry, and move up to 25 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing, and balancing.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approximately 100% of the work is performed outdoors.

## **WORK SCHEDULE**

Position is weekdays only beginning June 19<sup>th</sup>. This is Full Time hours (40 hours per week) through August 11<sup>th</sup>, plus post – camp wrap up that must be completed the following week (PT).

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