

# Town of Old Orchard Beach Recreation Department

## *Summer Camp Junior Counselor*

Pay Range: \$9.00-\$11.00

*\*Pay rate is decided by education, certifications, and licenses, as well as work related experiences\**

Weekends and Evenings Off

### **Job Description:**

The Summer Camp Junior Counselor is responsible for providing a safe, enjoyable summer camp experience for all campers ranging in grades from K-5<sup>th</sup>. This work requires taking direction, the ability to take charge, engaging campers in camp activities, and good judgement skills. The person in this position will be required to participate and supervise the safety and well-being of all campers during all camp activities, especially during aquatic activities.

### **Essential Responsibilities:**

- ◆ This position is under the direct supervision of the Camp Coordinator.
- ◆ Ensure all environments, in which he/she supervises children, are safe, clean, and age appropriate
- ◆ Promote camper participation in all activities.
- ◆ Encourage respect for personal property, camp equipment, and facilities.
- ◆ Attend all staff meetings and training sessions, as well as complete all required online trainings.
- ◆ Be accountable for all children in the OOB Recreation Department summer camp program.
- ◆ Report any accidents, injuries, or incidences to the Camp Director immediately and complete an accident / incident report within 24hours.
- ◆ Follow the Emergency Action Plan as needed.
- ◆ Adhere to duties and responsibilities assigned to you by the Camp Coordinator.
- ◆ Be familiar with, and in compliance with, all information in the Staff Handbook.
- ◆ Greet parents and camper with a SMILE and POSITIVE ATTITUDE daily!

### **Requirements:**

- ◆ Must be 15years or older.
- ◆ Be able to acquire a work permit if needed.
- ◆ Ability to work as a member of a team and the ability to communicate effectively.
- ◆ Must be dependable, considerate, flexible, great work ethic, have a sense of humor, and the ability to keep calm in all situations.

### **Physical Demands:**

- ◆ Must have the physical ability to lead and participate in camp activities which requires a full range of body motion, including standing, bending, and sitting, kneeling, lifting, reaching, and moving about quickly.
- ◆ Ability to lead and participate in camp activities which include, but are not limited to, hiking, building campfires, setting up tents, and various aquatics activities.
- ◆ Must be able to lift or move up to 25 pounds.
- ◆ Must be able to endure long hours being exposed to the sun and heat.

**The 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.**

*The Town of OOB is an Equal Employment Opportunity Employer.*

