

Town of Olive Day Camp

Job Description for Day Camp Employees

Qualifications:

- Applicants for CIT, Junior and Senior Counselor positions must be enrolled high school and or a college students and reside within the Town of Olive.
- Need to be available for training when announced.
- Available to work 9:45am-3:15pm, Monday – Thursday from July 1 thru August 11.
- Pass a required NY State background check.
- Demonstrate the desire to work with children
- Ability to teach, lead and participate in various recreational activities
- Excellent character, integrity and adaptability
- Ability to communicate and work with children of a variety ages and skill levels
- The desire and ability to work in a cooperative, team-oriented atmosphere
- Enthusiasm, sense of humor, patience and self-control
- A willingness to become a positive influence
- **A desire to have fun!!!!**

Counselor Responsibilities

- Primary responsibility for the health, well-being and safety of all campers
- Take group attendance 3 times a day.
- Recognize and respond to opportunities for group problem solving
- Provide opportunities for all children to have a good experience while at camp
- Encourage respect for personal property, camp equipment and facilities
- Set a good example for campers in all areas, including cleanliness, punctuality, rules, and sportsmanship
- Guide campers in participating successfully in all aspects of camp activities
- Supervise, assist instructors and **actively** participate in all aspects of the campers' day.
- Observe camper behavior, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques
- Maintain and submit all required paperwork on time {attendance, timesheets, injury log}
- Maintain a clean workplace; gathering and remove trash, wiping tables and putting equipment away
- Perform other duties as assigned by your supervisor.

Physical Demands:

The physical demands while performing the duties of this job for an employee will be to use hands, fingers to handle or feel objects, equipment, or controls. The employee is often required to walk, run, sit, stand, reach with hands and arms, talk, and hear. The employee may be required to lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The work environment characteristics of this job are frequent exposure to natural and seasonal weather conditions as well as insects while supervising children and completing job duties. The noise level in the work environment is moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary:

The employee will work under the direct supervision of the Recreation Director, Day Camp Supervisor and or the Ass't. Day Camp supervisor. The Day Camp Counselor is responsible for creating and maintaining a safe, enjoyable and educational atmosphere for participants by planning, implementing and participating in age-appropriate daily activities.