

VILLAGE OF PLEASANT PRAIRIE

Job Description



Division/Department:	Youth Department		
Location:	LakeView RecPlex		
Job Title:	Day Camp Counselor		
Reports to:	Youth & Family Director	Salary:	\$7.25/hour
Type of position:	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Regular Part-time <input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Interim	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

JOB SUMMARY

The Day Camp Counselor position is a part-time or full-time seasonal position to provide a safe and quality summer day camp program. In addition, this position has the primary responsibility of insuring that the children in Day Camp program at the RecPlex-IcePlex are receiving adequate care and supervision.

CORE JOB RESPONSIBILITIES

1. Assist with planning and implementation of age appropriate summer day camp experiences with a variety of activities in group activities, swimming, field activities, etc.
2. Alertly and actively supervise the children and facilities and give them your undivided attention.
3. Supervise and promote activities designed to enhance the healthy emotional, social, intellectual, and physical development of each child enrolled in the summer camp program.
4. Participate in parent conversations re: each child's daily activities, behaviors, and overall experience.
5. Assist with the appearance, decor, and learning environment of the summer camp and its programming areas.
6. Assume an equal share of the joint house-keeping responsibilities for the program areas.
7. Treat children with dignity and respect.
8. Immediately intervene in any emergency situation or potentially hazardous situation.
9. Keep accurate and detailed records of attendance, individual learning and accident and incident reports.
10. Maintain current CPR, AED and First-Aid certifications.
11. Must help with special events and "in house" and "out-of-house" special activities at the RecPlex-IcePlex.
12. Must greet or interact with every child and parent/guardian who comes into the Day Camp Program; learn and be able to use child's name, in a friendly and non-patronizing manner.
13. Must be energetic, enthusiastic and motivational.
14. Must enjoy contact with people, putting into action the belief that first impression is important with every personal contact.
15. Read the communication Log book each and every day you work. This will relay new information, policies, and procedures for all of the day camp staff.
16. Assist in solving problems related to check-in and authorized pick-up of children.
17. Inventory and secure program equipment for Day Camp Program. Provide access to equipment each day at the beginning, during, and end of program. Responsible for ensuring that all equipment is put away in storage areas at the end of each day and at the conclusion of the session.
18. Assist in the coordination of program locations, movement/transportation of program participants.
19. Cover the Extended Care shift when substitute is necessary.
20. Be available to work extended hours, some evenings, and weekends.
21. At the conclusion of **program**: submit a written evaluation of the program, assist with written inventory of equipment and return all equipment and materials to storage; assist with the cleaning out and filing contents of staff binders, inventory and storage of remaining t-shirts, sort, organize and bag all lost and found articles, help clean and organize program storage closet areas, return all program keys.
22. Must not have any prior, or while employed, criminal convictions relating to sexual assault, abuse, theft or any convictions related to contributing to the delinquency of a minor, or if the employee is a minor any convictions for the illegal use of alcohol or drugs.
23. All other duties as assigned.

EDUCATION/CERTIFICATION REQUIREMENTS

- MUST have at least 1 year experience working with School Age children; camp experience preferred.
- MUST be at least 18 years of age with a high school diploma or equivalent.
- CPR, First-Aid Certification prior to the start of the camp season.
- Excellent verbal communication.
- Teamwork attitude.
- Self-motivated/ takes initiative.

JOB REQUIREMENTS/WORK ENVIRONMENT

- High degree of public interaction and communication is involved when working in the Day Camp Program. There may be times when one is exposure to periods of high activity and possible stressful interaction with the public. Work is in an indoor and outdoor environment and works closely with others. Work is subject to varying shifts. Physical activities include long periods of standing, sitting, talking, listening, counting, reading, and moderate lifting (15 – 50 pounds) and moving about the facility.
- 20-40 hours / week. Shifts vary from mornings and evenings and some weekend work required and as determined by Youth & Family Director.

VILLAGE OF PLEASANT PRAIRIE IS AN EQUAL OPPORTUNITY EMPLOYER