



MONTGOMERY TOWNSHIP

POSITION TITLE: CAMP COUNSELOR
Temporary, Part-time, Non-Exempt
DEPARTMENT: Recreation
EFFECTIVE: January 1, 2003
REVISED: June 2011; February 20, 2018 (added physical demands page)

GENERAL DESCRIPTION:

Assists with and supervises the daily activities of children registered in camp. Interacts directly with children, their parents and other staff members within Recreation, concerning events and activities. Works with other staff members to develop and implement program activities in outdoor and indoor settings where exposure to extended periods of sunlight and/or cool damp weather is possible.

SUPERVISION RECEIVED:

This position receives direct supervision from Senior Camp Staff and the Recreation Supervisor, with occasional direction from the Recreation Director.

SUPERVISION EXERCISED:

Supervise campers, with direction and assistance from the Senior Camp Staff and Recreation Supervisor.

ESSENTIAL JOB FUNCTIONS:

Supervises and teaches campers in planned activities.

Reads and understands the staff handbook.

Assists and guides campers in each activity to help them understand instructions given for the activity.

Maintains a safe and healthy environment. Ensures the safety of all children by making sure area is free of hazardous equipment and material, and ensures that children adhere to camp programs and rules.

Responds to questions by child campers and parents in a timely manner.

Performs other duties as assigned.

Communicates effectively.

Physical ability to perform the essential functions of the job, including some hands-on physical work. Sit, bend, reach, and handle office implements and paperwork frequently; walk, stand and lift heavy objects, occasionally.

JOB STANDARDS: (Minimum qualifications needed to perform essential functions)

Ability to apply good judgment and organization while conducting an activity.

Ability to understand and follow directions.



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Successfully pass all background checks, including child abuse and criminal check.

JOB LOCATION: (Place where work is performed)

Montgomery Township Community and Recreation Center, off-site camp location and field trip venues.

EQUIPMENT: (Examples of machines, devices, tools, etc., used in job performance)

Telephone, sports equipment, camp supplies and first aid materials.

EDUCATION, EXPERIENCE AND TRAINING:

Must be at least 16 years of age.

Credible experience with children, such as babysitting or other counseling role.

Successful results upon completion of pre-employment background checks, pre-employment physical, assessments or tests, as applicable, required.

Certification in Adult and Pediatric First Aid/CPR/AED, or evidence of intent to complete, preferred.

Ability to communicate and perform well in an interview and demonstrate proven skills and abilities, required.