



MONTGOMERY TOWNSHIP

POSITION TITLE: CAMP COUNSELOR – SENIOR
Temporary, Part-time, Non-Exempt
DEPARTMENT: Administration
EFFECTIVE: January 1, 2003
REVISED: May 17, 2013

GENERAL DESCRIPTION:

Responsible for the daily implementation of the Kids University program as outlined by the Camp Administrator/Director. Interacts directly with children (ages 6 - 12 years), their parents and other staff members within Recreation concerning events and activities. Works with and leads other staff members to develop and implement program activities in outdoor and indoor settings at Kids University.

SUPERVISION RECEIVED:

This position receives direct supervision from the Athletics & Recreation Coordinator and Senior Camp Staff.

SUPERVISION EXERCISED:

Supervise campers, with direction and assistance from the Camp Administrator, Camp Director, Senior Camp Counselor, and Athletics & Recreation Coordinator.

ESSENTIAL JOB FUNCTIONS:

Supervises and leads child campers in planned activities, helping them understand instructions given for the activity.

Act as a leader to Camp Counselors and Counselors-In-Training, specifically those assigned to the same camper group, providing them with instructions for daily activities.

Maintain positive working relationships and serve as a role model to all Camp Counselors and Counselors-In-Training.

Reads and understands the Kid's University Staff Guidebook.

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.

Performs headcounts of participants on a regular basis throughout the day and at arrival and departure times.

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

Keep Directors informed of any concerns or issues with regard to campers or program activities.

Responsible for the coordination of paperwork within their assigned group, including but not limited to, discipline reports and incident reports.

Assists directors with assigning duties to Camp Counselors and Counselors-In-Training for activity



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set up and clean up.

The above are intended to describe the general nature and level of work being performed in this position; they are not intended to be an exhaustive list of all duties, responsibilities and qualifications of this position. Performs related duties and responsibilities as required.

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.

Demonstrated leadership ability.

Demonstrated ability to work with children, ages 6-12. Communicates effectively.

Ability to work indoors and outdoors in summer weather conditions.

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.

Successfully pass all background checks.

JOB LOCATION: (Place where work is performed)
Montgomery Township Administration Building, Knapp Elementary School and any 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 18 years of age.

Some college and/or camp counselor, or related experience, required.

Certification in Adult and Pediatric First Aid/CPR/AED, required.

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

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