

**VETERANS PARK DISTRICT - JOB Posting
Camp Counselor – Seasonal Part Time**

GENERAL PURPOSE

Supervise and guide children ages 5-13 through games, activities, and crafts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervise day camp children during operating hours to ensure safety. Guides children through games, crafts, and activities. Takes the place of the lead counselor while lead counselor is in weekly meeting. Communicates with lead counselor regarding weekly activities. Work longer hours on field trip days when necessary. Responsible for making sure each child in their group is signed out at pick-up. Builds a positive relationship with children and parents. Adheres to policies and guidelines outlined in the staff manual. Maintains a clean and welcoming environment at all times whether outside or inside.

Maintains a safe environment including acknowledging how many children are present at all times, being aware of any allergies, closely supervising and greeting parents during sign in/out, and keeping hazardous chemicals from reach of children.

Communicates incident reports and behavior problems to Day Camp Supervisor or Day Camp Manager (in the absence of Supervisor).

Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

- A. Ability to communicate effectively
- B. Must be organized and be able to write age appropriate activities for day camp children
- C. Display excellent skills working with co-workers
- D. Ability to work with 10 children at a time
- E. Must display excellent behavior management skills
- F. Must be 16 or older

SPECIAL REQUIREMENTS

Child and Adult CPR & First Aid Certification

**Come in to any of our facilities to fill out an application and apply
for 2018 Summer Day Camp and Sports Camp Staff**