



JOB TITLE: Day Camp Counselor

WORK HOURS: Half-day 20 hours/week, June – July  
Full-day 40 hours/week, June – July (3 weeks)  
Includes July 4th, occasional weekends and evenings  
One week of Staff Training- May

ILLUSTRATIVE DUTIES:

Administrative

- Maintain accurate program records.
- Submit bi-weekly planning schedule of camp activities.
- Prepare written evaluations of the programs.

Programming

- Plan and conduct a schedule of well-rounded environmental education activities, games and crafts based on weekly themes to meet the needs and interests of the campers.
- Demonstrate, lead and teach activities to campers daily.
- Supervise a group of 8-12 children, ages 3-12.
- Teach a sense of care for the natural environment through proper actions and activities.
- Conduct weekly all camp special events.

Public Relations

- Serve as a public relations liaison with the community.
- Maintain an atmosphere of cooperation and camaraderie between campers and staff.
- Conduct a litter sweep and safety check at the park first thing each day.

General Duties

- Attend all staff training sessions including CPR and 1st Aid Certification.
- Ensure the safety of all campers by maintaining a safe, clean and controlled area.
- Enforce all park rules and regulations.
- Encourage proper use of parks and park equipment.
- Be responsible for all park equipment issued to you.
- Perform basic first aid as necessary.
- Other duties as assigned.

QUALIFICATIONS:

- Proven experience with children's programs.
- Exceptional skills in organization and communication.
- Reliable transportation.
- An interest and/or knowledge in environmental education.