

**Recreation Staff/ Day Camp Counselor
Strongsville Recreation Department
Summer Day Camp 2022**

GENERAL STATEMENT OF DUTIES:

The *Head Day Camp Counselor* leads the planning and implementation of recreational camp activities for youth ages 4-13 years with an enjoyable and upbeat tempo. Oversees and uses the help of Camp Counselors to create a fun, active environment for all campers. General guidelines are received from the Recreation Supervisor regarding camp policies, but the head counselor is expected to adjust the activities as required by circumstances. The head counselor does other related work as assigned by the Recreation Supervisor.

Camp Counselors assist the Head Counselor in the planning and implementation of recreational camp activities for youth ages 4 – 13 years with an enjoyable and upbeat tempo. The Camp Counselor does other related work as assigned by the Recreation supervisor or Head Counselor.

EXAMPLES OF WORK DUTIES:

Plan, prepare, and organize crafts, games, sports, and all camp activities.
Ensure the safety of campers at all times.
Take the initiative to assist in daily duties.
Maintain a thorough knowledge and practice of all camp and recreation department policies and procedures.
Attendance at and supervision of campers while on field trips.
Maintain positive environment for campers.
Actively participate in camp activities with the campers
Interface with parents as a positive “face” of the recreation department staff.
Provide parents with feedback on the campers’ behaviors.
Work cooperatively with recreation department personal.
Maintain attendance and activity records.
Apply first aid as necessary.
Maintain discipline and enforce camp rules and policies.
Do routine custodial work of program areas (i.e. sweeping , picking up area to assure safety and cleanliness, wiping tables and chairs, emptying trash).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Desire to work with youth and to interact in a positive manner with all campers.
Ability to use leadership skills, problem solving abilities and decision making skills.
Be reliable, honest, creative and willing to follow through on all assigned tasks.
Have reliable transportation to and from camp.
Ability to work assigned shifts.
Ability to plan, organize, coordinate and implement all camp activities.
Ability to handle public complaints and deal face-to-face with public.
Ability to work harmoniously with other employees.
Ability to interact and play with campers; including but not limited to running, swimming, jumping.

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

Any combination of experience and education which provides the required skills, knowledge and abilities.
Experience working with youth in areas such as baby-sitting, church groups, sports or any other volunteer work is preferred but not necessary. Qualified applicants will possess a clean and professional appearance and attitude.

ADDITIONAL REQUIREMENTS

CPR/First Aid certification before camp begins (provided by the department).