

LOWER MAKEFIELD TOWNSHIP
PARKS AND RECREATION

JOB TITLE: CAMP COUNSELOR
DEPARTMENT: PARKS AND RECREATION
DATE: JUNE 2019
SUPERVISOR: CAMP MANAGER/RECREATION DIRECTOR

Position Summary:

Under general supervision of the Camp Manager and Assistant Camp Manager, camp counselors provide support and guidance for campers as well as foster a strong relationship between management and other counselors. A camp counselor will ensure the safety of campers by preventing and responding to emergencies, enforcing rules, and providing customer service. A counselor is expected to assist in the customer experience by providing a positive first and lasting impression for campers and their families. Individuals should remain updated on current events and programs within the camp and should be able to answer questions regarding schedules, procedures, and initiatives as directed.

Essential Functions:

- Remain alert and use all senses when monitoring campers and the facility.
- Maintain continuous surveillance of campers to ensure compliance with camp rules, spot hazards and take precautions to prevent accidents.
- Enforce facility and camp rules at the LMT Community Center, as well as on off-site trips.
- Respond to emergencies with American Red Cross and facility approved Emergency Action Procedures. Complete any necessary reports on injury or accidents.
- Work as a team with other camp counselors.
- Lead by example and be a self-starter.
- Assist with set up and break down of camp activities.
- Help maintain a clean and safe environment. May occasionally have to remove trash, sweep or mop debris, and disinfect any surfaces in the absence of maintenance staff.
- Monitor camp facility operations and equipment for maintenance issues, proper use, safety awareness and cleanliness.
- Participate in and attend all staff meetings.
- Provide customer service in a professional manner to campers, parents, and staff.
- Perform additional duties as assigned.

Qualifications:

- Must be able to work with exposure to a variety of weather elements, noise, and interruptions.
- Must present a neat and professional appearance. Wear uniform provided (camp staff t-shirt).
- Must be customer service orientated and able to work independently and in a group setting.

- Must be able to operate computer equipment with the ability to become familiar with some database functions.
- Must be focused and attentive with the ability to make good, quick decisions.
- Must be able to push, pull, lift, and other like movements of at least 25 lbs.

EMPLOYEE SIGNATURE _____

DATE: _____

MANAGER: _____