



Job Description

Job Title: Summer Camp Counselor	
Department: Parks and Recreation	
Position Reports To: Site Supervisors, Summer Camp Supervisor, Parks & Recreation Manager	
Job Grade: Seasonal/Temp	FLSA Status: Non-Exempt

Section I: Summary of the Position:

The role of the Summer Camp Counselor is to assist with the implementation and coordination of all aspects of the South Whitehall Township Parks and Recreation Department Summer Camp.

This is a Seasonal/ Temporary position. Starting Hourly Rate - \$13.00. Position will require 35-40 hours weekly average. Interested applicants should email info@southwhitehall.com (ATTN: Parks and Recreation Manager).

Section II: Essential Duties and Responsibilities:

- Must enjoy working with children in a summer camp setting.
- Oversees the daily operations of Summer Camp
- Follows daily schedule and leads activities such as arts, crafts, sports, games, etc.
- Enforces camp rules and regulations and ensures safety.
- Ensures clean and safe facilities.
- Demonstrates use of recreational equipment and teaches participants the principles, techniques, and safety procedures for each activity.
- Makes all campers feel welcome, facilitates socialization, explains camp and facility rules.
- Listen to and address camper or parent concerns and escalate to leadership when necessary.
- Tracks daily attendance.
- Performs other related duties as required.

Section III: Knowledge and Qualifications: Qualifications are representative of the knowledge, skill and/or ability required for the position.

- Strong and effective written and verbal communication skills
- Ability to analyze problems and identify possible solutions.
- Ability to work and interact in a positive and collaborative manner with others.
- Ability to adapt and be flexible to changes that may occur with the daily work schedule.
- Ability to handle multiple tasks simultaneously.
- Requires the ability to pass a comprehensive background check (Child Abuse Report, Criminal Background Report, FBI Fingerprint Report).

Section IV: Education and Experience:

- Experience working with youth is a plus.

- First Aid and CPR certified required within one (1) month of start of employment.

Section V: Certifications:

- Red Cross First Aid and CPR certification required within one (1) month of start of employment.

Section VI: Physical Demands:

This position involves lifting, sitting, standing, walking and/or bending daily.

Section VII: Work Environment:

This position will require work mostly outdoors with occasional exposure to extreme weather conditions. This position may occasionally require travel between sites.

Section VIII: Equal Opportunity Employer:

South Whitehall Township is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, protected veteran status, gender identity or sexual orientation.