

Job Title: Camp Counselor  
Department: Recreation Department  
Reports to: Camp Director and Recreation Director  
Prepared by: Recreation Director

***General Purpose:***

Bolton Recreation Department runs an 8 week daily summer camp for ages ranging from 3 to 12 from the hours of 7:30am – 5:30pm Monday-Friday. Counselors provide guidance, support and leadership to campers throughout the summer. Counselors are in charge of keeping track of their group of campers. Counselors should be able to work with campers as a group but understand the individual needs of each camper through camp activities, games and crafts. Professionalism is to be shown when working with other staff members, parents as well as campers at all times. Always put the safety of the campers above all else. Counselor schedules are set as far in advance as possible to keep within staff to camper ratio. However there may be some days that staff will be asked to stay later, or come in early or come in on their scheduled day off to fill the ratio requirements.

***Qualifications:***

- Must be at least 16 years of age and have completed at minimum their sophomore year in high school.
- Previous camp experience is preferred but not mandatory
- Desire and ability to work with children in a summer day camp setting
- Ability to accept supervision and guidance when needed
- Ability to assist in teaching and/or leading an activity, game and craft
- Enthusiasm, sense of humor, patience and self-control
- CPR and First Aid Certified
- Availability for all 8 weeks of camp plus preseason mandatory trainings from the months of June to August

***Responsibilities:***

Typical responsibilities of a camp counselor include but are not limited to:

- Uphold all policies rules and regulations of the Bolton Recreation Department
- Attend regular scheduled meetings prior to camp beginning as well as throughout the season
- Participate in daily camp activities with co-counselors and campers
- Ensure campers are participating and engaged in daily activities
- Assist in set-up and clean-up of all camp activities
- Ensure campers health and safety according to group settings as well as individual camper profiles
- Maintain appropriate camper to staff ratio as assigned by supervisors
- Follow the guidelines set to open and/or close the summer camp building daily

***Competences:***

- Problem Solving – identifies and resolves problems that arise in a timely manner.

- Punctuality- is consistently at work and on time; ensures responsibilities are covered when absent.
- Confidentiality- upholds strong level of discretion when interacting with sensitive and personal information.
- Interpersonal skills- is respectful with the ability to establish effective working relationships with other staff, campers, and parents camp visitors and others. Ability to express new ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Shows respect and sensitivity for cultural differences.

***Evaluations:***

Evaluations will take place during as well as at the end of the camp season. Your evaluations will be taken into consideration when determining the offer of future employment opportunities.

***Tools and Equipment used:***

All tools and equipment needed are provided in a storage space on site at camp.

***Physical Demands and Work Environment:***

Both indoor as well as outdoor work on hot summer days will be required. Must be able to sit, stand and be in motion for long periods of time dependent upon daily activities. Employee is frequently required to communicate with others in person including but not limited to other town employees, supervisors, campers, parents and workshop visitors. Must have the ability to make quick decisions in emergency situations. Work is performed daily in a noisy environment.

***DISCLAIMER:***

The above description is illustrative of tasks and abilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Bolton and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change