

## EPRD Summer Camp Counselor Job Description *Summer 2023*

---

### **Position Title:** Summer Camp Counselor

Works under the supervision of the Head Counselors to plan and execute all camp activities for their assigned age group.

### **Position Responsibilities:**

- All jobs are considered seasonal and one-year positions.
- Assist your supervisor in organizing, promoting, leading, teaching and conducting camp activities.
- Enforcing the rules and regulations established by the EPRD to ensure the safety and welfare of participants
- Inspect facilities and equipment daily for hazards and unsafe conditions. Report problems to your supervisor.
- Report on activities, participants, plans, programs, and needs.
- Maintain confidentiality
- Attend staff meetings as required.
- Become acquainted with information and resources available to improve the program.
- Participate in all activities of the children under your care. This means participation in water activities, games, crafts and other activities.
- Perform set up, take down, and cleanup of all activities. This may involve cleaning bathrooms, picking up trash, and keeping supplies in an orderly fashion.
- Perform other related duties as required
- Must be willing to obtain Red Cross CPR/1<sup>st</sup> Aid/AED certification, if not already certified.
- Required to wear a uniform.

### **Time Commitment:**

40 hours per week, from June through August. Monday-Friday.

**Pay:** \$15.00 - \$17.50 hourly, depending on qualifications.

### **Qualifications:**

- Excellent customer service skills.
- Ability to remain calm and make appropriate decisions.
- Good cross-cultural communication skills and the ability to work with a diverse population.
- Ability to communicate effectively, both written and verbal.
- Ability to effectively communicate in both one on one and group settings.
- Must be able to work entire season and attend trainings (June through August).
- Must be willing to obtain Red Cross CPR/1<sup>st</sup> Aid/AED certification, if not already certified.
- *Desired:* Summer Camp experience
- Ability to frequently stand.
- Regularly lift, carry, push, pull, or otherwise move objects weighing up to 25 lbs.
- Hold a high school diploma or GED.

**How to apply:** Interested applicants are encouraged to review a detailed job description and application on our website [exeternh.gov/recreation](http://exeternh.gov/recreation). Completed applications must be submitted to Caroline Thuma at [cthuma@exeternh.gov](mailto:cthuma@exeternh.gov). Applications accepted until filled. The Town of Exeter is an Equal Opportunity Employer.