



## City of Brunswick Seasonal Employment Opportunity

<b>Job Title:</b>	Lead Day Camp Counselor	<b>FLSA:</b>	Non-Exempt
<b>Department/Div:</b>	Recreation and Parks	<b>EEO-4 Code:</b>	PARA
<b>Reports to:</b>	RLCC or HCP Coordinator	<b>Date:</b>	03/30/2024
<b>Supervises:</b>	None		
<b>Pay:</b>	<b>\$14.00/hr</b>		

### JOB SUMMARY

The Day Camp Lead Counselor is responsible for providing supervision, instruction, and ongoing assistance to program staff, campers, and volunteers during programs and assisting the Program Coordinator in providing instruction and ongoing assistance to volunteers during programs.

### SUPERVISOR

Program Coordinator

### RESPONSIBILITIES

1. Act as an integral member of the summer camp program.
2. Provide supervision, instruction, and ongoing assistance to program staff, campers, and volunteers during programs.
3. Assign/oversee staff tasks (set up/take down equipment/supplies, etc.); supervise campers and implement assigned programs; complete/submit all required paperwork by set deadlines.
4. Responsible for assessing and making recommendations to Coordinators as to program equipment and supply needs; monitors safety of all aspects of program and campers.
5. Follow protocol regarding handling of behaviors and special needs; gives Program Coordinators input and feedback on effectiveness of behavior protocols.
6. Assist/participate in administering behavior protocol as directed, administering all medical protocol as directed, verbal and physical assistance, and accomplishes all other tasks as directed.
7. Assist in the care, cleanliness, and security of the facility used by campers during the program.
8. Communicate all pertinent issues affecting programs to Program Coordinators (i.e. staff/client/parent/transportation issues/concerns, etc.), in a timely manner.
9. Responsible for implementing policies and procedures regarding facilities and van including but not limited to; ensuring proper paperwork is filled out prior to departing, reporting damages to Program Coordinator, using backer when exiting a parking spot, etc...
10. Participate in all required trainings and certifications in compliance with our standards.
11. Communicate clearly, honestly and respectfully with staff, campers, parents and volunteers.

12. Establish a good rapport with families of the program campers as well as keeping them informed about concerns affecting the campers.
13. Create a nurturing, positive and professional environment while prompting program policies and procedures amongst staff, volunteers and the community.

#### **QUALIFICATIONS**

1. Must be 21 years of age and have a clean criminal background check.
2. Must commit to contracted dates from May 27<sup>th</sup> to July 26, 2024.
3. Must have a valid driver's license, a good driving record, experience driving a 15-passenger van is preferred.
4. Excellent interpersonal communication skills; demonstrated history of responsibility, dependability, and maturity; ability to be flexible, creative and adaptable to situations.
5. Current First Aid/CPR certification.
6. Commitment to a positive, fun and team-oriented working environment.
7. Demonstrated history of responsibility, dependability, and maturity.
8. Ability to be flexible, creative and adaptable to situations.

***The City of Brunswick is an Equal Opportunity and E-Verify employer.***