

**Manchester Recreation Division**  
***Position Guide***

**TITLE: CAMP COUNSELOR/JR. COUNSELOR**  
**(Pay may vary with position assignment)**

**JOB SUMMARY**

Under general supervision of the camp director, performs responsible work in the planning, implementation, supervision, and evaluation of a variety of challenging, engaging, interesting, age appropriate activities for a specific unit within a summer recreation program.

**ESSENTIAL JOB FUNCTIONS**

- **Position is considered a first responder for all medical emergency procedures and may be exposed to possible health risks. Supervises and assists children in daily living skills.**
- Responsible for the daily accountability, supervision, health and safety of their assigned unit
- Has daily contact with parents on the progress of campers within their unit
- Resolves conflict between campers
- Plans activities on self esteem
- Assists the Program Director in the instruction of daily activities

**KNOWLEDGE, ABILITIES, AND SKILLS**

- Ability to deal effectively with parents, participants and other Town employees
- Strong leadership skills
- Must be flexible, energetic, patient, and empathetic to participants' needs and interests
- Ability to work well and motivate children ages 5 to 15; possesses an understanding of their social, emotional, and physical abilities

**JOB QUALIFICATIONS**

- 15 years of age or older
- Applicant should have previous experience as a counselor-in-training or counselor in an organized camp
- Ability to secure certification prior to employment in:
  - Mandatory:** Standard First Aid, CPR, Basic Water Safety, BBP
  - Desirable:** Water Safety Instructor, Lifeguard Training, Nonviolent Crisis Intervention
- Attend mandatory training session in Blood Borne Pathogens and overall Departmental policies
- Must be able to work flexible hours

Applications are available in the Human Resources Department,  
41 Center St., P.O. Box 191, Manchester, CT 06045-0191.

*(The above description is illustrative. It is not intended as a guide for personnel actions and must not be taken as a complete itemizing of all facets of any job)*