

**Manchester Recreation Division
Position Guide**

**TITLE: CAMP COUNSELOR/JR. COUNSELOR
(Pay varies 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, SKILLS, AND ABILITIES

- 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
 - 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, at the Center Springs Main Office, 39 Lodge Drive, Manchester, CT 06040, as well as online at recreation.townofmanchester.org.

(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)