



Job Title	Camp Counselor
Department	Recreation Department
Employment Status	Part-Time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

Counselors are responsible for supervision, safety, and overall experience of campers involved in the Southborough Recreation Summer Day Camp system. Counselors will be tasked with implementing programming, policies, and procedures as directed by the Camp's Supervisor or his/her designee. Interaction with parents, guardians, and caregivers will be mandatory. This is a seasonal position with an expectation of working 7-10 weeks during the summer.

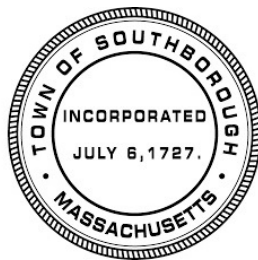
Supervision

Received	Recreation Program Coordinator and/or his/her designee
Exercised	N/A

Essential Job Functions

The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Help implement a weekly schedule of activities and special events
- Know, enforce, and follow all safety guidelines associated with the camp and all program areas. This includes being responsible for camper's safety and their whereabouts at all times.
- Identify and respond to camper behavior issues.
- Communicate with parents about participant's experiences and report concerns to Supervisor
- Assist in maintaining accurate program records including incident reports, daily attendance, and inventory of supplies
- Know and understand all emergency procedures associated with the camp program
- Work complimentary with other camp counselors to ensure a successful experience for all campers and staff alike.



Other Job Functions

- Performs related duties as assigned.

Necessary Special Requirements

- First Aid/CPR Certified. Not required but preferred. Training will be offered if non-certified.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in an indoor and outdoor setting. Must be able to perform tasks of instruction as they relate to the assigned duty
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, run, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds, and sometimes in excess of 20 pounds.

To apply, please submit an Employee Application found online at www.SouthboroughRec.com to Recreation@southboroughma.com. Applications are also available in person at the Recreation office location at 21 Highland Street, Southborough, MA 01772.

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