

## **COUNSELOR - SUMMER PROGRAM**

### **Primary Purpose:**

Plan, coordinate and implement Dover Parks and Recreation Summer Program and report to their Lead Counselor and the Program Directors. Responsible for day-to-day operations and active participation in participant activities. Direct responsibility for supervision and safety of participants.

### **Job Description:**

- Organize, lead and participate in a variety of small and large group activities each day. Activities may include crafts, nature hikes, songs, field games or sport activities, playground and other special assigned duties to ensure appropriate counselor coverage.
- Maintain safety and well-being of co-workers and participants through the use of all program policies as described in the staff manual.
- Model appropriate behavior to program participants, parents/guardians, co-workers, Lead Counselor and Program Directors as described in the staff manual.
- Know and understand ALL emergency procedures associated with the program.
- Know, enforce, and follow ALL safety guidelines associated with the program and all program areas. This includes but is not limited to being responsible for participants safety and their whereabouts at all times.
- Abides by mandatory reporting policies as described in the staff manual.
- Able to work with a team of co-counselors, as well as reporting directly to their Lead Counselor.
- Identify and respond to participant behavior issues and report concerns to their Lead Counselor.
- Regular, predictable, and punctual attendance is required.
- Ensure that the site is kept clean, organized, and free of litter.
- Assist in maintaining accurate program records including injury and incident reports and daily attendance.
- Expected to have positive energy; trusting coworkers, being solution oriented and having accountability.
- Maintains participant discipline as necessary, in an appropriate manner, to achieve program objectives with direction of the Lead Counselor and Program Directors.
- Assist in development of individual participants' independence, self-esteem, and peer relationships in the summer program environment.
- Demonstrate enthusiasm for all Parks and Recreation programs and participants in as many groups as possible.

### **Job Environment:**

- Outside a majority of the day working with participants, co-counselors, Lead Counselor, Program Directors and families.
- Has access to confidential information regarding medications and health records of participants.
- Errors in judgment could result in significant delay or loss of services, injury, adverse public relations, and monetary loss.

## **Recommended Minimum Qualifications**

### **Education:**

- Completion of 9th grade or equivalent required,
- Applicant needs to be 16+.

### **Training:**

- CPR and First Aid Certified (or willingness to become certified prior to the start of the program)
- Epi-Pen and Inhaler Training (or willingness to become certified prior to the start of the program)

### **Experience:**

- Demonstrates a desire to work with children and to help, support and assist children throughout the day.
- Willingness and ability to work independently, under direct supervision and as a team.

### **Physical Requirements:**

- Position requires ability to work outside for a majority of the day.
- Correctable vision and hearing required.
- Ability to lift and move objects that range from 15-20 lbs.
- Must have the physical ability to lead and participate in camp activities which include, but are not limited to team building initiatives, physical games, crafts and activities.

*(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.)*