



Camp Head Counselor Job Description

Job Duties

- Work Monday through Friday.
- Will have direct management responsibilities over camp counselors and program schedule under supervision of Recreation Coordinator
- Responsible for planning, leading, and implementing programs and experiences for children in a small group setting.
- Meet weekly with Recreation Coordinator to discuss and plan camp themes and address issues.
- Responsible for overseeing the enforcement of rules and regulations.
- Responsible for the physical and emotional well-being of campers participating in his/her group.
- Organize and lead a variety of exciting and enriching small and large group activities each week. Activities may include crafts, nature, songs, games, swimming, etc.
- Identify and respond to camper behavior issues.
- Ensure that the site is kept clean, organized, and free of litter.
- Communicate with parents about participant's experiences and report concerns to Recreation Coordinator.
- Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.
- Assist counselors in program activities where needed.
- Know and understand ALL emergency procedures associated with the camp program.
- Know, enforce, and follow all safety guidelines associated with the camp and all program areas. This includes but is not limited to being responsible for your campers' safety and their whereabouts at all times.
- Reports to work as scheduled/directed and reports to work free from the effects of illegal drugs or alcohol. Must not be impaired due to use of prescription drugs.

Requirements

- Minimum age of 16 years old
- Upon hire, completion of First Aid, CPR, and Lifeguard certification provided by Meadows Place.
- Ability to lead, plan, organize, and implement program activities.
- Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision.
- Strong organizational and communication skills.

Physical Demands

- Must have the physical ability to lead and participate in camp activities which include, but are not limited to, swimming, team building initiatives, physical games, and activities.

To apply please go to <http://cityofmeadowsplace.org/government/job-opportunities/>
For questions regarding the position, please contact Carolyn at
recreation@cityofmeadowsplace.org.

APPLICATION DEADLINE IS MARCH 22, 2024