

TOWN OF ROCKLAND



Rockland Recreation JOB POSTING

Position Title:	Hartsuff Park Counselor	Department:	Rockland Recreation
Reports To:	Hartsuff Program Director	Hrs./Week:	Up to 40 hours
FLSA:	Seasonal-Summer Months	Rate of Pay:	\$15.00
Posting Date:		Closing Date:	Until Filled

Summary:

Counselors are the primary caregivers for each child. The Counselor is responsible for planning, teaching, coordinating, carrying out activities and guiding children in their personal growth as well as daily living skills.

Supervision:

Responsible for the campers and communicating with parents but does not have direct reports.

Job Environment

Camp Counselor's work is performed under typical outdoor recreational conditions including, water, woods, dirt and grassy surfaces, bugs and frequently exposed to inclement weather or outside weather conditions. The nature of the work performed will require regularly scheduled days Monday through Friday. The employee maybe exposed to frequently exposed allergens, chlorine, dust, and any outside weather conditions.

Essential Duties and Responsibilities include, but not limited to:

Essential Job Functions:

1. Assist in the direction, supervision, and organization of children in their group within activities and throughout the day in order to meet the intended outcomes.
 - ♦ Apply basic youth development principles in working with the children through communication, relationship development, and respect for diversity, involvement and empowerment of youth.
 - ♦ Assures the children are properly supervised at all times.
 - ♦ Be aware of and implement safety guidelines.
2. Participate in the development and implementation of program activities for the children within the mission and outcomes.
 - ♦ Responsible for leading or assisting with the teaching of activities.
 - ♦ Actively participate in all program areas as assigned.
 - ♦ Provide for a progression of activities within the framework of individual and group interests and abilities.
 - ♦ Assist in program areas such as waterfront, nature, all program activities, and arts and crafts as directed.
3. Maintain high standards of health and safety in all activities for the children and staff.
 - ♦ Provide the daily care of each child within your supervision including recognition of personal health needs.
 - ♦ Be alert to children and staff needs and assist them with personal and/or health problems; discuss with program director when appropriate.

- ♦ Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to program director.
4. Be a role model to children and staff in your attitude and behavior.
 - ♦ Follow and uphold all safety and security rules and procedures.
 - ♦ Set a good example to children and others regarding general program procedures and practices including sanitation, schedule, and sportsmanship.
 5. Represent the Rockland Recreation/Hartsuff Park Program when interacting with parents or community members.
 - ♦ Provide parents appropriate feedback and information as needed for their children to have a successful experience.
 - ♦ Follow safety and security protocols when children are in public while presenting a positive image of the Hartsuff Park Program.

Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning and leading those as assigned.

Qualifications (*Minimum qualifications and experience*)

- ♦ Must be 16 years of age or older.
- ♦ Current certification in first aid/CPR/AED
- ♦ Experience and interest working with children.

Knowledge, Skills, and Abilities:

- ♦ Training and experience in working with children ages 4-15.
- ♦ Desire and ability to work with children outdoors.

Physical Aspects of the Position:

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and report any issues or situations to the Director.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Working Conditions: Some physical requirements of a camp counselor position could be endurance including prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper and staff activities/programs. Operate with daily exposure to various weather conditions.

Responsibility: Works under the supervision of the Hartsuff Camp Director or the Recreation Director, using own initiative to carry out recurring tasks and responsibilities. Problems are referred to the Camp Director for resolution. Employee must recognize differences among situations and make decisions based on various choices.

Camp Counselor's starting salary is \$15.00 per hour for up to a 35- 40-hour work week. Hours fluctuate from 7:30 am – 5:30 pm .

A letter of interest and resume should be emailed rocklandrec@rockland-ma.gov or addressed to Rockland Recreation, 394 Union St., Rockland, MA 02370-1892. Applications can be found online on the Town of Rockland website under employment.