



**Town of Long Beach, Indiana
POSITION DESCRIPTION**

TITLE: Summer Camp Counselor

FLSA CLASSIFICATION: Non-exempt

JOB CLASSIFICATION: Seasonal/Temporary

REPORTS TO: Park Board Camp/Activity Director

EFFECTIVE DATE: January 1, 2021

SUMMARY/OBJECTIVE:

Each Camp Counselor is assigned to a specific group of 10 – 15 child campers. The Counselor monitors and assists the assigned campers throughout the daily scheduled camp activities. Camp activities include arts & crafts, exercise, games, playground sessions, special events, etc. The campers assigned to each Counselor remain the same for the 7-week Summer Camp Program. The Counselors' goal is to create and maintain an atmosphere in which the children have fun being campers

ESSENTIAL FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Take daily attendance of their assigned group of campers
- Observe and monitor their assigned campers throughout the daily camp session
- Guide their assigned campers to each activity location
- Provide assistance to their assigned campers as they participate in each daily activity
- Maintain a safe camp environment

• **SKILLS AND ABILITIES:**

- Experience working with children
- Small group management
- Collaborative skills
- Time management

SUPERVISORY REPONSIBILITIES:

There are no employee supervisory responsibilities for this position. Counselors do observe and monitor small groups of child campers

EDUCATION, KNOWLEDGE AND EXPERIENCE:

- Age Requirement – 15 or older
- High School Diploma / Enrolled in high school / GED

- Experience working with children
- Degree in education or related field preferred
Individuals with equivalent experience will be considered for employment without the required degree

TOOLS AND EQUIPMENT USED:

- Google Docs and Sheets
- Sports and playground equipment
- Craft supplies and tools
- Camp supplies

WORK SCHEDULE:

- 7 Weeks during the summer, Monday-Friday 8:45-11:45 AM

WORK ENVIRONMENT:

- Indoor settings
- Outdoor settings
- Sun and heat exposure
- Occasionally exposed to wet and/or humid conditions

PHYSICAL DEMANDS:

- Listen and Talk
- Walk
- Run
- Bend
- Sit
- Carry/lift
- Use hands and fingers
- Occasionally required to climb or balance; stoop, kneel, crouch, or crawl

Reasonable accommodations may be made to enable individuals with disabilities to meet the physical demands

DISCLAIMER:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

The 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.