

West Shore Recreation Commission
Job Description: PlayZone (Summer Day Camp) Counselor

Summary of Duties

The PlayZone Counselor is responsible for the planning, teaching, coordinating, and carrying out activities and guiding campers in their recreational camp experience.

Qualifications

- Education:** Completed one year of college or similar experience
(Education or Recreation majors preferred)
- Certifications:** CPR and First Aid required, training will be available
- Aptitudes:** ① Creativity, initiative and organized planning skills □ □ ② Ability to effectively lead and supervise campers in daily activities ③ Accurately fill out camp related paperwork and forms ④ Promote and initiate communication with parents and/or guardians of campers. ⑤ Work cooperatively with other counselors as a cohesive team unit under the direction of the Site Supervisor.
- Physical Demands:** Participate in active play activities in both indoor and outdoor environments (including swimming pools) and may be exposed to all types of weather conditions. Carry light/mid-weight equipment & supplies on a regular basis and occasionally heavier objects (50 lbs or under). May experience long periods of standing, sitting or walking.
- Misc. Requirements:** Must be at least 18 years of age or older
Must pass PA Child Abuse History Clearance, PA Criminal Background Check and FBI Fingerprint Background Check as required by PA State Law.
Must complete Mandated Reporter training as require by PA State Law

Job Relationships

- Reports to:** PlayZone Site Supervisor and Recreation Manager
- Subordinate Staff:** PlayZone Volunteer Aides and LITs

Essential Functions/Duties

In providing a recreational day camp (PlayZone) program, the PlayZone Counselor:

- ❖ Direct supervision of camp participants to assure a safe and fun experience.
- ❖ Plan daily activities, outline schedules, and prepare written weekly planning sheets.
- ❖ Responsible for leading or assisting with the teaching of activities.
- ❖ Inform Supervisor about any problems regarding participants, facilities or other concerns.
- ❖ Assists with daily attendance records and maintaining camper's files.
- ❖ Assists with maintaining inventory of all supplies and inform Site Supervisor of additional supply needs.
- ❖ Must demonstrate strong leadership skills.
- ❖ Follow and uphold all safety and security rules and camp policies & procedures.
- ❖ Visual and auditory ability to identify and respond to environmental & other hazards related to an activity.
- ❖ Responds to camper/parent/guardian complaints and concerns.
- ❖ Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.
- ❖ Represent the camp professionally when interacting with parents or community members.
- ❖ Provide parents with appropriate feedback and information as needed for their camper(s) to have a successful camp experience.
- ❖ Perform other duties as assigned by Site Supervisor, Recreation Manager or Director.