

Town of Thompson  
Job Description  
Summer Camp Program Specialist

Department: Recreation

Reports to: Camp Supervisor

Position Summary: The camp program specialist is responsible for developing engaging daily activities for a wide age range of campers. The program specialist also serves as a support to the Camp Supervisor, assisting with supervisor responsibilities when needed.

Description of Responsibilities:

- Establish a comfortable physical, social and emotional environment for all campers
- Maintain safety as a top priority and follow all camp safety policies
- Plan daily activities for campers, making adjustment per age group
- Track inventory of supplies and proactively notify supervisor of needs
- Build meaningful and appropriate connections with campers
- Use positive and proactive techniques for behavior management
- Set up, clean up, maintain and organize all equipment/materials
- Effectively communicate problems or concerns to staff and supervisor

Qualifications:

- Meet age requirement for State of CT camp counselors (18+)
- Minimum 2 years' experience providing care for children (ex: babysitting, volunteering with youth program, childcare, camp)
- Creative and resourceful
- Positive attitude and strong work ethic
- Ability to be flexible with plans
- Organized and detail oriented

Knowledge, Skills, Other Requirements

- Knowledge of subject areas, art, music, sports, drama, science, nature, ect.
- Able to explain, direct, and deliver a program activity clearly

License and/or Certification Requirement

- Must pass mandatory Office of Early Childhood background check and fingerprints
- Possess or able to obtain current ARC CPR and First Aid certification for Professional Rescuer

## Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is frequently required to stand or sit and talk or hear. The employee is required to walk; transport themselves to other town locations, use hands to find or operate objects, tools or controls; and reach with hands and arms. The Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

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 a logical assignment to the position.

I, (print name) \_\_\_\_\_, have received a copy of the current job description for the position of Program Specialist for the Town of Thompson.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_