

Town of Thompson
Job Description
Summer Camp Head Counselor

Department: Recreation

Reports to: Camp Supervisor

Position Summary:

The head counselor position plans, facilitates, and supervises fun and inclusive activities for campers of a wide range of ages and abilities while providing a safe and welcoming environment. The head counselor is responsible for adhering to the Town of Thompson Recreation policies and regulations at all times.

Description of Responsibilities:

- Establish a comfortable physical, social and emotional environment for all program participants
- Maintain safety as a top priority and follow all camp safety policies
- Develop, direct, supervise, age appropriate activities including sports, games, arts & crafts, ect.
- Actively participate in camp activities
- Keep accurate attendance records and complete required documentation
- Assist lifeguards with supervision during all aquatic activities
- Act as a mentor and trainer for assistant counselors
- Build meaningful connections with campers
- Use positive and proactive techniques for behavior management
- Set up, clean up and maintain all equipment
- 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

Knowledge, Skills, Other Requirements

- Experience or interest in program area: art, music, drama, theater, sports, science, nature, ect
- Ability to actively participate with campers in art, sports, science, ect
- Knowledge of child development – plans appropriate age activities
- 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 CPR and First Aid Certification

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 Head Counselor for the Town of Thompson.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____