



## *Camp Counselor*

### **GENERAL STATEMENT OF POSITION**

The Village of Maple Bluff is seeking multiple candidates who are eager to provide a fun, safe, and educational camp for children between the ages of 3-7 years old. This position is responsible for providing a safe and enjoyable camp experience for all children in their assigned group of up to 6 participants. Camp-Ya-Gotta-Wanna is held on Tuesdays, Wednesdays, and Thursdays from 1:00-4:00pm. Counselors are required to be available to work from 12:30pm-4:45pm, beginning June 15th through August 6th. All staff are to personify a philosophy of Integrity, Compassion, Trust, and Dedication.

### **ESSENTIAL JOB FUNCTIONS**

- Provide a safe, fun camp experience for all campers under your supervision.
- Maintain a consistent line of communication between the Camp Director and Recreation Management Staff.
- Attend all required staff meetings, training sessions, and scheduled shifts.
- Maintain cleanliness and sanitization of supplies, park equipment and Dailey Cabin.
- Lead and supervise an assigned group of children in both small and large group activities. This includes assisting children with arts & craft projects and making sure projects are cleaned up.
- Implement appropriate age activities in small group sessions.
- Facilitate all aspects of the daily camp schedule, including setting up for camp, distributing snacks, and completing assigned daily tasks.
- Use positive and respectful communication with campers and staff.
- Act as a liaison for program participants and parents.
- Conduct yourself as a positive role model for program participants.
- Maintain a positive attitude toward the campers and their parents, co-workers, and Recreation Staff.
- Providing first aid in accordance with the staff orientation training.
- Follow the cell phone use procedures.
- Communicate and submit time-off requests with at least 2 weeks' advance notice to the Camp Director for approval.

### **QUALIFICATIONS**

- Enthusiasm and a positive attitude towards Camp and activities
- Enjoy working with children
- Ability to actively lead and supervise an assigned group of children
- “Self-Starter” personality and willingness to work with others
- Prior experience in youth supervision preferred
- Maturity and strong sense of responsibility
- State Law requires workers to be a minimum of 14 years of age or older



**WORK CONDITIONS AND PHYSICAL REQUIREMENTS**

Work is performed primarily outdoors at the Maple Bluff Dailey Cabin. The role requires the ability to lift or carry materials weighing up to 25 pounds.

**ADDITIONAL REQUIREMENTS**

Must have no felony or domestic abuse convictions, possess no charges or allegations of sexual misconduct, participate in in-person interviews, sign a waiver and release for personal information, and pass a comprehensive background investigation. Completion of a Department of Workforce Development Work Permit if worker is 14 or 15 years old.

**HOURLY PAY**

Pay range is \$13.00-17.00/hr., depending on experience.

**DISCLAIMER**

The above is intended to describe the general content and requirements of this position. It is not an exhaustive statement of duties, responsibilities, or qualifications.

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Printed Name of Employee

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Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Recreation Management Staff

\_\_\_\_\_  
Date