

**JOB TITLE: Community Services Department – Adventure Camp Counselor**

**ASSIGNMENT:** Community Services Department Adventure Camp Counselor

**SUMMARY:** Assist in planning, conducting and supervising activities to all participants and to help maintain standards that lead to a quality program.

**ACCOUNTABILITY:** Reports directly to and is accountable to the Community Services Coordinator.

**DUTIES AND RESPONSIBILITIES:**

(The following is illustrative of the duties and responsibilities associated with the position and is not intended to be all-inclusive.)

Helps participants develop a sense of fair play and sportsmanship to accept both winning and losing graciously.

Helps plan, conduct, and supervise program activities.

Supervise camp groups in an outdoor adventure setting.

Supervise camp groups during field trips.

Responsible for the overall safety of camp participants.

Participates in experiential and outdoor adventure activities.

Maintain standards that lead to a quality program.

Works to make the program an enjoyable and safe place by enforcing conduct and safety rules.

Issues and collects equipment and supplies and teaches children proper methods of using and caring for equipment.

Conduct daily check of program area(s) and equipment for safety, cleanliness, and good repair.

File a report for repairs if necessary.

File a report and notify supervisor for any medical treatment provided to participants.

Supervise field trips and other mobile program activities.

Encourages participation by greatest number by providing activities of interest to those in various age groups.

Responsible for helping keep grounds and buildings clean, enlist the help of children.

Evaluates the program activities and makes recommendations for improvement.

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**SPECIFIC REQUIREMENTS FOR THE POSITION:**

- Two years' experience in working with children in a recreation program and or camp setting.
- Knowledge and skills in a variety of active and passive recreation activities.
- Good character, integrity, adaptability, enthusiastic, self-control and patience.
- Ability to exercise tact and good judgment in maintaining order and discipline, developing, and maintaining good sportsmanship among the participants.
- Ability to lead group activities.
- Preferred experience facilitating outdoor adventure activities.
- Basic knowledge of CPR, first aid and blood borne pathogens (Town will train if available).
- Interest in working with children ranging in ages from 11 to 15 years old.
- Valid driver's license with good driving record.
- Must be able to assist participants in case of emergency.
- Ability to work well with others.
- Ability to accept guidance and supervision.
- Ability to relate to peer group.
- Ability to communicate with a large number of program participants.
- Completes any tasks as requested by the Community Services Coordinator or Director.

**OTHER CONSIDERATIONS AND REQUIREMENTS:**

Program hours per week: 20 to 24 hours per week, plus staff meetings. Not to exceed more than 35 hours (without supervisor approval).

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**JOB TITLE: Community Services Department Summer Fun Program Leader (6 to 10 Years Old)**

**Physical Activity Requirements**

**PRIMARY PHYSICAL REQUIREMENTS**

LIFT up to 10 lbs.:	Constantly Required
LIFT 11 to 25 lbs.:	Regularly Required
LIFT 26 to 50 lbs.:	Regularly Required
LIFT over 50 lbs.:	Rarely Required
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CARRY up to 10 lbs.:	Constantly Required
CARRY 11 to 25 lbs.:	Constantly Required
CARRY 26 to 50 lbs.:	Occasionally Required
CARRY over 50 lbs.:	Rarely Required

**OTHER PHYSICAL CONSIDERATIONS**

Twisting:	Constantly Required
Bending:	Constantly Required
Crawling	Occasionally Required
Squatting	Constantly Required
Kneeling:	Constantly Required
Crouching:	Constantly Required
Climbing:	Regularly Required
Balancing:	Regularly Required

**WORK SURFACE(S)**

REACH above shoulder height:	Constantly Required
REACH at shoulder height:	Constantly Required
REACH below shoulder height:	Constantly Required
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PUSH/PULL:	Constantly Required

Counter tops and desks	✓
Flooring (various types)	✓
Uneven surfaces	✓
Sloped surfaces	✓
Snow or icy surfaces	
Grass/Pavement	✓
Vehicle Interiors	✓

**HAND MANIPULATION**

Grasping:	Constantly Required
Handling:	Constantly Required
Torqueing:	Constantly Required
Fingering:	Regularly Required
Controls and Equipment:	Regularly Required
Environment:	Inside 50%      Outside 50%

**DURING AN 8 HOUR DAY,**

**EMPLOYEE IS REQUIRED TO:**

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

(Percentage spent daily)

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