

TOWN OF STOWE, VERMONT JOB DESCRIPTION

JOB TITLE: Recreation Summer Camp Counselor: Seasonal employee
PAY: \$17.30 per hour (non-lifeguard certified)
\$20.50 per hour Lifeguard Certified
SUPERVISOR: Summer Camp Director and/or Program Director

PURPOSE OF JOB

Summer Camp Counselors are seasonal employees that are hired specifically to participate in the activity coordination for the summer camp run by the Recreation Department for Stowe area youth that have completed grades K-8. The job entails all the duties associated with providing a positive recreational experience for each and every participant from a diverse population of the greater community. Each Counselor will report directly to a Camp Director of the program and ultimately the Director of Parks & Recreation and will be assigned appropriate duties and responsibilities. Position also requires and involves working special events, including the 4th of July Celebration, and potentially additional events throughout the year.

ESSENTIAL FUNCTIONS

The following duties, expectations and responsibilities are normal for this position. The omission of specific statements of the duties does not exclude them from the job if the work is similar, related, or a logical assignment for this job. Other duties may be required and assigned.

The counselor must agree to attend training sessions prior to the camps start date.

The counselor must become certified in CPR/AED and First Aid, training will be provided by the Recreation Department if necessary and any other certifications required by professional staff.

The counselor must agree to background checks that may include fingerprinting.

The counselor should have a background and experience in the kinds of activities associated with summer recreation (i.e. sports and games, arts and crafts, swimming) supervisory knowledge of different aged group children as well as instruction and teaching techniques.

The counselor will be responsible for a certain age group activity and must assume all supervisory responsibilities associated as such.

The health and wellbeing of the participants shall be the guiding principle for all activities and actions that take place.

The counselor must have the skills to function within the larger group and keep the ideals of the entire program foremost in their mind.

Town of Stowe, Vermont – Recreation Summer Camp Counselor

Supervisory responsibilities will extend from the start of the day until the camp ends and include lunch time and any trips and expeditions that are scheduled by the Director.

The conduct of all counselors must be of the highest level at all times and inappropriate behavior will be dealt with and possibly end with dismissal from the program for just cause.

Disciplinary actions are not the responsibility of Camp Counselors but need to be reported to the Camp Director and/or the Program Director, as does any sickness or injury to the participants.

Specific rules and regulations for the daily conduct of camp activities will be provided to you in writing and be part of the mandatory training program.

Assignments will include the care and maintenance of a safe and healthy facility at all times.

There may also be the opportunity to assist in the monthly and annual recreation events as per request from the Parks & Recreation Director.

Promotes a safe and respectful work culture through positive role modeling and strong communication skills; immediately puts a stop to any speech or behaviors which are discriminatory or otherwise conveys disrespect to others.

MINIMUM QUALIFICATIONS

Preference will be given to candidates that are 16 years of age and older, but the Program Director reserves discretionary privilege in hiring someone who has not reached their 16th birthday. Specialized skills and experience in summer camp and recreational activities are desired, as are any technical skills such as computer competence. Each candidate must successfully apply for the position, provide 2 letters of reference, and complete an interview.

Current certifications in first aid, CPR/AED will be required and made available. Professional lifeguard training and other such certifications are a plus.

Hiring is contingent upon successful completion of background checks.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a team environment interacting with other employees and the general public.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division.

Functional Reasoning: Requires the ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in solving problems.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling and crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Tasks may involve extended periods of time in a vehicle or working with vibrating equipment.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as humidity, temperature extremes, or traffic hazards.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received a copy of this job description and understand the duties and expectations herein. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee signature

Date