

East Hartford Parks and Recreation Department
(Job Description)

Position Title: Camp Counselor

Reports To: Site Supervisor

Job Description: Responsible for facilitating fun and inclusive activities for campers of a wide range of ages and abilities while providing a safe and professional environment at all times that adhere to the East Hartford Parks and Recreation's policies and regulations in conjunction with the Town of East Hartford.

Responsibilities:

- Actively maintain sign-in/ out records while following proper procedures
- Reviewing and maintaining detailed rosters of assigned campers
- Provide quality customer service to all participants
- Enforce and adhere to all policies and regulations set forth by East Hartford Parks and Recreation
- Ensuring camp grounds are maintained, cleaned and supervised at all times
- Developing, planning, implementing and supervising activities at all times
- Following assigned schedule while actively participating in all activities
- Assisting Lifeguards with supervision during all aquatic related activities
- Maintaining a controlled and professional atmosphere with on and off-site field trips
- Ensuring safe practices with all equipment and supplies
- Utilizing CPR/ First Aid/ AED/ Blood borne Pathogens training when necessary
- Effectively communicating issues, concerns or announcements amongst staff and parents/ guardians
- Providing proper documentation for incidents/ accidents/ behavior reports
- Provide reasonable accommodation for those participants with special needs
- Implementing proper behavior management and discipline procedures
- Distributing any handouts to parents/ guardians
- Assist in overall operation of camp program
- Act as a mentor for new staff
- Act as a role model towards campers and staff
- Following any instructions provided by Parks and Recreation Department

Qualifications:

- Must be at least 16 years of age
- American Red Cross CPR/ First Aid/ AED Certified (Class available upon hire)
- Blood borne Pathogen Trained (Class available upon hire)
- Pass Mandatory Town of East Hartford Background Check
- Experience working with children preferred
- Proven communication and customer service skills preferred