

City of Concord Parks and Recreation Department

WE ARE SERIOUS ABOUT FUN

JOB DESCRIPTION

TITLE: CAMP COUNSELOR

QUALIFICATIONS: Applicants must be dependable, enjoy working with children, creative and have good communication and problem solving skills. All applicants must have standard First Aid and Infant & Child and Adult CPR. Prior experience working with children is required. Specialized skills in the following areas: special events, arts and crafts, sports, games and working with school aged youth. Applicants age 18 and older are required to pass a Criminal Background Check.

RESPONSIBILITIES: Works under the general supervision of the Recreation Supervisor and Camp Supervisor.

Responsible for the supervision, safety and accident prevention of all camp participants and be a positive role model to campers. Strives to establish positive public relations for the Recreation Department and the City of Concord.

Camp Counselor's are required to adhere to all guidelines outlined in the Camp Counselor's Handbook. Required to wear approved city uniform while on duty. Administers First Aid and CPR when necessary

Responsible for daily planning and implementation of the day camp program.

Responsible for the organization and maintenance of the camp facility, supplies and equipment. Also, distribution of camp calendars and parent release forms for field trips.

Counselors are required to call their campers prior to the start of each new session of camp to welcome them and speak with their parents as to what is needed each day based on the camp activities scheduled for that week.

Counselors are required to take daily attendance, complete accident and incident reports when necessary and inform their supervisor of any issues or concerns that may require immediate attention.

Responsible for carrying out departmental discipline procedures, insuring that class registration procedures are followed and that supplies and equipment are readily available

Acts as a liaison between the Parks & Recreation Department, campers and parents.

Supervises Counselor in Training (CIT) participants, and fosters an environment whereby CIT's can learn the necessary skills to become a caring and responsible Camp Counselor.

May be required to lift items that weigh more than 25 lbs.
Other responsibilities as required.

WORK HOURS: Must attend in-service training and staff meetings. Will need to be available to work Monday – Friday, 7:30a.m. – 5:30 p.m..