



# Town of New Milford Parks & Recreation Department

2 Pickett District Road, New Milford, CT 06776  
Telephone (860)-355-6050 – Fax (860)-355-6052

## **Job Description: Camp Counselor**

**POSITION TITLE:** Camp Counselor

**REPORTS TO:** Site Supervisor, Camp Director, Director of Programs and Events, Director of Parks and Recreation

**LOCATION:** John Pettibone Community Center, Northville Elementary School, or Schaghticoke Middle School

**SEASONAL:** 35 Hours/Week

**RATE:** \$15/hour

### **MISSION:**

The mission of the New Milford Parks and Recreation Department is to provide quality leisure opportunities in a safe and healthy atmosphere and to enhance the quality of life of the community through the responsible management of parks, recreation activities and natural resources. To meet these ends, the Parks and Recreation Department attempts to provide safe and wholesome recreational services of both a passive and active nature. Our goal is to create a balance of activities, special events, and programs for any and all segments of the population.

### **GENERAL STATEMENT OF DUTIES:**

Counselors are directly responsible for the daily activities, as well as the care, safety, and happiness of the children assigned to them for the summer camp program.

### **ESSENTIAL FUNCTIONS:**

- Able to maturely and competently supervise children and be a positive role model.
- Plan and implement camp activities that are culturally relevant, developmentally appropriate and consistent with Parks and Recreation core values.
- Manage child behavior, child needs, and daily schedule, with flexibility as needed.
- Adhere to program standards including safety, cleanliness, timeliness, and proper dress.
- Follow Parks and Recreation policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
- Be able to exercise proper judgment when dealing with a group of children.
- Be able to exercise proper judgment when dealing with other staff or camp parents.
- Attend staff meetings and training.
- Performs other related duties as assigned.

### **PHYSICAL REQUIREMENTS:**

Must be able to:

- Actively run, jump, swim, and lift a minimum of 1/3 their own body weight.
- Frequently bend, twist, crouch, squat, kneel, climb stairs, and flex and rotate head and neck.
- Occasionally crawl, push, pull, reach, and lift above shoulders.

- Occasionally work on uneven ground and slippery surfaces.
- Use hands in repetitive motion, grasping, and fine manipulation of both right and left hands.
- Withstanding constant and repeated exposure to nature's elements: rain, sun, wind, cold, and heat.

### **PRE-CAMP**

- Attend all staff training days.
- Help in promoting summer camp at various pre-camp events if possible.

### **IN-CAMP**

- Arrive at camp by 8:30 a.m. and stay until 3:30 p.m. or until campers have cleared. Note that a normal camp day begins at 8:30 a.m. and ends at 3:30 p.m., but hours will vary as needed.
- Participate in all planned activity areas, including swimming.
- Prepare for and teach/lead activities, arts and crafts, nature hikes, etc.
- Assist/lead camp wide activities, rainy day activities, field trip activities, opening/closing activities. Sing songs, act in skits, make up stories, act appropriately silly and have fun!
- Be proactive, not reactive regarding all issues related to safety, planning, and counseling.
- Be responsible for communicating to the Camp Director/Site Supervisor any conflict situations with children, staff, and/or families, and seek help when needed.
- Maintain rules as required by Parks and Recreation and assume a role in camp emergency procedures.
- Maintain highest safety standards at all times.
- Keep all areas used clean, maintained, and suitable for use by staff, campers, and families.
- To act in a manner that promotes the core values and Parks and Recreation Mission.
- Attend daily staff meetings at 8:30 a.m. and 3:15 p.m.
- All other duties as assigned.

### **AGREEMENT BETWEEN CAMP STAFF AND CAMP DIRECTOR:**

- If I am sick, you must notify the Camp Director one hour before your shift begins.
- We understand and mutually accept the job description listed above which represents our agreement to the job to be performed. We understand that all staff agreements may be terminated should circumstances make the operation of Parks and Recreation Camp impossible or should enrollment not equal expectations.
- My paperwork for payroll must be turned in by the first day of camp training. This is necessary in order to process the first payroll checks on time. Staff may not begin working without all of the required completed paperwork and two forms of government issued ID. A Statement of Age (Working Papers) is needed for anyone under the age of 18.
- We understand that camp staff are to abstain from drinking alcoholic beverages and smoking while on duty for the duration of the Parks and Recreation camp season. Usage will result in immediate dismissal.
- I give permission for Parks and Recreation to secure medical treatment for me in case of an emergency.

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.

The Town of New Milford is an Equal Opportunity Employer.

**Working Conditions, Physical and Mental Requirements:** Occasionally may be exposed to inclement weather in carrying out duties. Incumbents in this class must have adequate physical strength, stamina, physical agility

and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Frequency: Place an “X” in each box that is appropriate to your job.**

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>				<b>CONSTANTLY (C)</b>			
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift			
<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>			
<b>Physical Demands:</b>					Depth Perception				X			
Standing				X	Color Distinction				X			
Walking				X	Peripheral Vision				X			
Sitting		X			Driving			X				
Lifting		X			<b>Physical Strength:</b>							
Carrying		X			Little Physical Effort (-10 lbs.)			X				
Pushing		X			Light Work (-20 lbs.)		X					
Pulling		X			Medium Work (20-50 lbs.)		X					
Climbing		X			Heavy Work (50-100 lbs.)		X					
Balancing		X			Very Heavy Work (100+ lbs.)	X						
Stooping		X			<b>Environmental Conditions:</b>							
Kneeling		X			Cold (50 degrees F or less)		X					
Crouching		X			Heat (90 degrees F or more)			X				
Crawling		X			Temperature Changes			X				
Reaching			X		Wetness			X				
Handling			X		Humidity			X				
Grasping			X		Extreme Noise or Vibration		X					
Twisting			X		Exposure to Chemicals		X					
Feeling			X		Exposure to Gasses and Fumes		X					
Talking			X		Exposure to Unpleasant Odors		X					
Hearing				X	Exposure to bodily fluids		X					
Repetitive Motion			X		Exposure to dampness		X					
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X					
Visual Acuity/Near				X	Mechanical Hazards		X					
Visual Acuity/Far				X	Physical danger		X					

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

\_\_\_\_\_  
Camp Counselor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Camp Director

\_\_\_\_\_  
Date