

# Town of Rollinsford, New Hampshire

**Job Title:** Summer Camp Counselor  
**Department:** Rollinsford Recreation  
**Supervisors:** Summer Camp Directors Overseen by Select Board  
**Wage Range:** \$9.00 – \$11.00 per hour  
**Hours:** Varies

## Job summary

Under the general supervision of the Summer Camp Directors, the Summer Camp Counselor is responsible for the daily implementation of activities, attendance and safety for all participants.

## Summary of essential job functions

- Works under the general supervision of the Summer Camp Directors. Responsible for the supervision, safety and accident prevention of all summer camp participants.
- Summer Camp Counselors are required to adhere to all guidelines outlined in the Summer Camp Employee Manual.
- Responsible for assisting in daily planning and implementation of the day camp program.
- Responsible for the organization, maintenance and cleanliness of the day camp facility, supplies and equipment. Also, distribution of camp handouts and parent release forms for field trips.
- Counselors are required to take daily attendance, maintain daily attendance records, complete accident and incident reports when necessary and inform their supervisor of any issues or concerns that may require immediate attention.
- May be required to lift items that weigh more than 25 lbs.

## Minimum Qualifications

- Prior experience working with children is preferred. Two years prior camp experience preferred.
- Must be 16 years of age to apply.
- Excellent organizational and communication skills are required.
- Specialized skills in the following areas: special events, arts and crafts, sports, games and working with school-aged youth.
- Experience supervising children.
- Must be available to attend CPR/First Aid training unless otherwise certified.
- Subject to background check.

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*(Camp Counselor, continued)*

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description does not create an employment contract, implied or otherwise.

**Please forward resume, cover letter, and application to:**

Rollinsford Recreation  
C/O Rollinsford Select Board  
P.O. Box 309  
Rollinsford, NH 03869

*(Last revised March 18, 2019)*