

Camp Rolly- Junior Counselor

Job Description

Job Type: Seasonal

Hours: 35-40 hours weekly (5 days/ week)

Duration: 7 weeks of camp, plus training

Salary: \$10- \$11 per hour

Schedule: Shifts are available from 7:15am-5:45pm M-F. Assigned shifts will vary.

Location: Rollinsford Grade School. Rollinsford, NH

GENERAL

This position will work closely with senior counselors to supervise groups of children throughout each day. This position will also assist all levels of camp staff in various functions in all camp programs, activities and events. This is an entry-level position within the Recreation Department and is designed to be a learning experience for employees starting out in the field.

SUPERVISION RECEIVED

Direct supervision may be received from the Senior Counselors, Activities Coordinator, Camp Director, and Recreation Director.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Responsible for assisting senior staff members in the day-to-day operations of the program and direct supervision of campers.
2. Responsible for equipment needed in different activities (taking out balls, bats, etc.) and returning to the proper place at the end of activities, as needed.
3. Responsible for ensuring all recreation programs are run in accordance with departmental policies and procedures.
4. Responsible for creating a safe and inviting atmosphere where campers will thrive and want to return to daily.
5. Responsible for reporting all accidents, incidents, and issues to the direct supervisor.
6. Responsible for helping maintain a safe and clean environment for the implementation of recreational programming.
7. Responsible for implementing activities throughout the day.
8. Must be able to attend all staff training dates and meetings.
9. Responsible for assisting other staff in any task that will enhance the camp.
10. Responsible for assisting with special events and activities which will include but is not limited to swimming with campers on field trip days.
11. Responsible for assisting senior staff with lunch duties—includes cleaning up. 12. Responsible for performing related duties as required.
12. Responsible for knowing, understanding, participating in, and creating hype around any theme days.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

1. Minimum age of 16 years old.
2. Must possess maturity, flexibility, a strong work ethic and the ability to have fun.
3. Must adhere to the recreation department dress code, guidelines, and policies.
4. Must be able to provide a valid State of New Hampshire or State of Maine Work Permit if under 16 before being scheduled for paid work shifts or paid training.
5. Must enjoy working with youth and being outside in all weather.
6. Must have a working knowledge of a variety of recreation activities.
7. Must be able to follow directions from senior staff members and people of authority.
8. Must be comfortable in the water and have the ability to swim, preferably at an ARC level four or higher. Swimming with campers and assisting with supervision of campers while in the water is a requirement of this position.

***Three letters of recommendation from non-family members stating why you are a great candidate for this position must accompany the Employment Application.**

Educational Requirements

Successful completion of 10th Grade and enrolled in school.

Personal use of cellphones is **not allowed during the work day on a regular basis.

***You must participate in any theme days.

****You must request all time off by June 1st or we cannot guarantee you will be able to get time off. Camp is a very short season. We request dedication to your position in the program because without staff dedication we cannot run a successful program.

For further questions or information please contact:

Kate Sanderson, Recreation Director via email- **kate.sanderson@rollinsford.nh.us**