

Camp Rolly- Senior Counselor

Job Description

Job Type: Seasonal

Hours: 40 hours a week

Duration: 7 weeks of camp, plus training

Salary: \$13 - \$14/ hr

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

Location: Rollinsford Grade School. Rollinsford, NH

GENERAL

This position is directly responsible for watching over and caring for children. This position may be asked to lead, in various functions in all recreational programs, activities and events. The Senior Counselors will also be responsible to help organize and set up various activities for participants. This position is responsible for making sure participants are kept safe and having an enjoyable time at camp.

SUPERVISION RECEIVED

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

ESSENTIAL DUTIES & RESPONSIBILITIES

- Directly responsible for immediate supervision of campers.
- Responsible for assisting the Activities Coordinator and Camp Director in the day-to-day operations of the program.
- Responsible for helping get the equipment needed in different activities (taking out balls, bats, etc). and returning to the proper place at the end of activities.
- Responsible for reporting all infractions or issues to the immediate supervisor.
- Responsible for the discipline of program participants for minor infractions.
- Responsible for filling out necessary forms and reports, if necessary.
- Responsible for the safety and well being of all participants in the program.
- Responsible for helping check areas at the beginning of the day to make sure areas are clean, healthy and free from hazards.
- Responsible for helping lead or assist with activities.
- Responsible for helping to organize and plan activities.
- Responsible for helping with all cleaning duties.
- Responsible for assisting with special events and activities.
- Responsible for participant counts periodically throughout the day and on field trips.
- Responsible for supervising campers while riding the bus to and from field trips.
- Must attend all staff training dates and meetings.
- Responsible for knowing, understanding, and executing all camp policies and emergency procedures associated with the camp.
- Responsible for ensuring all camp programs are run in accordance with departmental policies and procedures.
- Responsible for helping to organize, execute, and participate in theme days.

JOB REQUIREMENTS

- Minimum of 18 years old.
- Experience working with children.
- Must have the ability to give clear directions and communicate effectively with all staff members and campers.
- Must enjoy working with youth and being outside in all weather.
- Must have a strong working knowledge of a wide variety of recreational activities including but not limited to field games, ice breakers, craft projects, physical fitness activities.
- Must be able to follow directions from senior staff members and people of authority.
- 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.
- Must adhere to the summer camp guidelines for proper attire.
- Must have certification in CPR/First Aid with Epi-Pen endorsements from an approved agency. If hired we will provide a class for you to take.
- Must pass a background check and drug test.

***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, at minimum- 11th Grade and still enrolled in school.

Education and/or training in child care, education, recreation, or a related field - preferred.

Lifeguard certification-preferred

Water Safety Instructor certification-preferred

CPR certification-preferred

First Aid certification-preferred

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