

Warren Township Recreation

JOB DESCRIPTION

TITLE: JR. COUNSELOR

Hourly paid

Position:

HIGH SCHOOL OR COLLEGE

Camp

(5 Wks) June 26 to July 28, 2017 (*July 3 & 4off*) 8:30am – 3:15pm T-F

Training

June 24, 9am – 12pm (Mandatory)

GENERAL FUNCTION:

Under the direction of the Playground Program Director and the overall direction of the Recreation Director, the Senior Counselor will be responsible for the implementation and supervision of assigned campers in the program.

Must work all 5 weeks. NO EXCEPTIONS

KNOW HOW:

This position calls for a person with a quality in understanding the function of young children. The incumbent will have the ability to maintain a safe, caring, and fun environment for children. Good written and verbal skills are necessary. Ability to interact in a friendly and professional manner with campers, parents, and staff. Good youth programming and organizational skills. Some previous experience working with children.

RESPONSIBILITIES:

- Proof of fingerprints is required upon hiring if over 18. Once we have fingerprints, every three years after that you must apply for a background check. Send your receipt to the Recreation office for reimbursement. See attached instructions. Working papers required for under age 18.
- Supervision and implementation of the playground program in accordance with the goals and policies of the Warren Township Recreation Department and the New Jersey Youth Camp Safety Act Standards.
- Plan and execute weekly camp activities.
- Supervision and direction of all assigned program staff.
- Effective communications with parents, staff and supervisor.
- Must keep a neat and orderly area.
- Must attend all scheduled staff meetings, parent meetings and trainings. (once a wk 1hr).
- Report any and all emergencies, problems, accidents, and incidents to the Program Director.
- Camp Site should be prepared and ready for children's arrival each day.
- Senior Counselor must stay with group at all times.
- LISTEN to what parents are saying. Never give a negative attitude but a neutral one. If a parent asks a question that you cannot or do not wish to answer, refer them to the Playground Director.
- Submit daily attendance sheets to the Program Director.
- Follow policies and procedures as described in the Playground Program Manual and reviewed in the Program Training Sessions. And all other duties as assigned.

By signing: I HAVE READ, UNDERSTAND AND ACCEPT THE POSITION AS INDICATED ABOVE.

SIGNATURE _____ DATE _____