



**Job Title:** Summer Day Camp Counselor

**Reports to:** Camp Manager and Recreation Director

**SUMMARY:** Under the direction of the immediate supervisor, the Summer Camp Counselor will be responsible for managing a group of children ranging from ages 6-15 for the City of Williamsport Summer Camps. A Counselor is responsible for the supervision of campers, promoting and actively participating in all camp activities, providing a safe and fun learning environment, and serving as a positive role model for campers.

**RESPONSIBILITIES AND DUTIES:**

- Supervise all campers and camp activities
- Promote and actively participate in all camper activities and projects
- Follow all camp rules, regulations and policies
- Participate in staff training and meetings
- Dress code athleisure wear, no open toe shoes
- Maintain a high standard of health and safety in all activities for campers and staff
- Set a positive example for campers and others including cleanliness, punctuality, sharing, clean-up, and sportsmanship
- Other duties may be assigned as required

**QUALIFICATIONS AND REQUIREMENTS:**

- Applicants must be at least 16 years of age
- Required clearances: Pennsylvania State Police Criminal Record Check and Pennsylvania Child Abuse History
- Able to obtain CPR/ First Aid Certification (camp will provide an opportunity for primary or recertification during training week)
- Exhibit characteristics of: adaptability, leadership, responsibility, patience, dependability, integrity, and display a positive attitude every day
- All Summer Camp Employees are subject to random drug testing
- You must have reliable transportation to and from work
- You must have a valid PA Driver's license
- Past experience of working with public preferred



**WORKING CONDITIONS:**

Work is performed in a field environment; may be exposed to individuals who are difficult. The noise level in the work environment is usually moderate to loud. Subject to irregular work schedule.

**TO APPLY:**

Complete a City of Williamsport Employment Application found online at [cityofwilliamsport.org](http://cityofwilliamsport.org). Contact Parks and Recreation (570) 327-7510 with any questions or concerns.

Note: In accordance with the immigration reform act of 1986, employment of person's hired by the city after November 6, 1986 will be contingent upon presentation of acceptable documents verifying identify and authorization of employment in the United States.

RECREATION DEPARTMENT 245 WEST FOURTH STREET WILLIAMSPORT PA 17701

PHONE (570) 327-7510 FAX (570) 327-7562

[www.cityofwilliamsport.org](http://www.cityofwilliamsport.org)