



Job Title: Summer Camp Counselor

Reports to: Lead Camp Manager, Camp Managers, and Coordinator

SUMMARY: Under the direction of the Camp Managers, the Summer Camp Counselor will be responsible for managing a group of children ranging from 6-13 for the City of Williamsport Summer Camp. 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.
- Ensure all camp rules, regulations, and policies are being followed.
- Identify and respond to behavior issues of campers.
- Communicate with parents about their child’s experiences and inform them of any concerns.
- Attend in-service staff trainings and meetings.
- 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, cleanup, and sportsmanship.
- Other duties may be assigned as required

QUALIFICATIONS AND REQUIREMENTS:

- Applicants must be at least 15 years of age.
- Required clearances:
 - Pennsylvania State Police Criminal Record Check
 - 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.
- Ability to communicate effectively in both one-on-one and group settings.
- Ability to work as a member of a team.
- Must be able to work entire season (June through August).

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- You must have reliable transportation to and from work.
- Ability to work in a constant state of alertness and safe manner.
- Past experience of working with public preferred.

PHYSICAL REQUIREMENTS

- Must be able to bend, stoop, squat, kneel; reach above shoulder level and twist body periodically throughout the day.
- Must be able to frequently walk, run, or stand.
- Must possess sight/hearing sense so that the requirements of the position can be fully meet.
- Reasonable accommodations may be made to achieve essential functions of the position.

WORKING CONDITIONS:

- Must adhere to the dress code requirements at all times.
- Work is performed in a field environment; may be exposed to adverse environmental conditions, including inclement weather, extreme temperatures, noise, and other conditions while performing the functions of the position.
- Ability to tolerate moderate to loud noise level.
- Ability to work irregular scheduled hours.
- Subject to irregular work schedule.
- Subject to random drug testing.

ACKNOWLEDGMENT:

I have read this job description (or had it read to me) and received a copy for my records. I fully understand the requirements set forth and agree to abide by them.

Signature: _____ Date: _____

Printed Name: _____