



## Stroud Region Open Space and Recreation

15 Day Street • East Stroudsburg, PA 18301

### Stroud Kids Counselor Job Description

The Stroud Kids Counselor reports to the Stroud Kids Assistant Director, and must be certified in CPR and First Aid and possess the following clearances: PA State Police Criminal History, PA Child Abuse History, and Federal Criminal History Fingerprints. As a representative of the Stroud Region Open Space and Recreation Commission, the Counselor's responsibilities include:

#### **Attendance**

1. Sign in and out at the beginning and ending of each workday; daily attendance is mandatory. Maintain and submit accurate attendance records. Receive permission from the Assistant Director before leaving at the end of each program day. Call the Assistant Director by 7:30 am to report an absence, unless prior notice has been given and accepted by the Assistant Director.
2. Attend all Staff training sessions and meetings; read all newsletters and memos from supervisors; make use of Resource Library to provide engaging activities for campers.

#### **Program Planning & Implementation**

3. Create and execute weekly activity plans; supervise the safety, well-being, and entertainment of Campers. Plan, lead, and supervise recreational activities with enthusiasm. Maintain order at all times while promoting a relaxed and pleasant atmosphere for campers.
4. Evaluate Camper participation in activities for fun and safety of all participants. Evaluate own interaction with campers and seek advice from Assistant Director when needed.

#### **Supplies, Equipment & Property**

5. Assist in the maintenance and safety of the program site and report problems to the Assistant Director. Help Campers keep their areas neat to avoid becoming hazardous for themselves and others.
6. Treat all property, equipment, and supplies with respect and care. Transport required supplies and equipment to and from the site daily. Request supplies ahead of time with weekly activity plans. Do not purchase any supplies or equipment for the program.
7. Perform clean-up duties as directed after Campers leave. Perform other tasks as directed by the Assistant Director.

#### **Interpersonal & Public Relations**

9. Maintain a positive, professional, and respectful attitude toward all campers, parents, and fellow Staff. Contribute toward good relationships with the neighborhood, parents, municipalities, and school districts. Obey and enforce all Commission, Municipal, School District, and Stroud Kids Camp Policies and Rules.
10. Inform Assistant Director of changes in plans or locations prior to addressing parents. Help train CITs in leading activities and proper interaction with campers.
11. *Prohibited actions:* helping campers dress and change before or after swimming; administering medications to participants.