



Day Street Community Center

15 Day Street
East Stroudsburg, PA 18301
phone: 570-426-1512
fax: 570-426-1839
www.srosrc.org

Stroud Kids Counselor Job Description

Applicants must be at least 18 yrs. old or have at least 2 years' experience working in a similar environment. Counselors report to the Stroud Kids Site Directors. Counselors must be certified in CPR and First Aid. As representatives of the Stroud Region Open Space and Recreation Commission, Counselors must act as positive role models and behave in an appropriate manner at all times on duty. Responsibilities and expectations 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. Permission must be received from the Site Director before leaving the site at the end of the program day. The Site Director must be called by 7:30 am to report an absence, unless prior notice has been given and accepted by the Director. Excessive absences may result in job performance review and termination.
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 to Site Director using game packet and other resources.
4. 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.
5. Evaluate camper participation in activities for fun and safety of all participants. Evaluate own interaction with campers and seek advice from Site Director when needed.

Supplies, Equipment & Property

6. Assist in the maintenance and safety of the program site and report problems to the Site Director or Point Person. Help campers keep their area neat so as not to be a hazard for others.
7. 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.

(more)

8. Perform clean-up duties as directed after campers leave. (Counselors take turns and are paid for after camp time spent cleaning). Perform other tasks as directed by Site Director.

Interpersonal & Public Relations

9. Maintain a positive, professional, and respectful attitude toward all campers, parents, and fellow Staff (no gossip, no bodily contact, no name calling, no foul or inappropriate language, no horseplay with campers or Counselors, etc.). Contribute toward good relationships with the neighborhood, parents, municipalities and school districts. Obey and enforce all Commission, Municipal, School District, and Camp Policies and Rules.

10. Inform Site 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.