

Stroud Region Open Space and Recreation Commission

Stroud Kids / Stroud Tots

Counselor / Jr. Counselor

Position Responsibilities

The Counselor / Junior Counselor is a recreation professional who conducts the Stroud Kids / Stroud Tots summer day camp program with enthusiasm.

Required Certifications & Clearances

- American Red Cross Adult and Child CPR/AED
- American Red Cross First Aid
- PA State Police Criminal History
- PA Child Abuse History
- Federal Criminal History Fingerprints

He/she is accountable to the Recreation Associate and the Site Director. As a representative of the Stroud Region Open Space and Recreation Commission, 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 Site Director before leaving at the end of each program day. Call the Site Director no later than 7:30 am to report an absence, unless prior notice has been given and accepted by the Site 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. Report accidents and behavioral incidents to Site Director and parents; maintain appropriate records.
4. 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

5. Assist in the maintenance and safety of the program site and report problems to the Site 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 Site Director.

Interpersonal & Public Relations

8. 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 policies and rules.
9. Inform Site Director of changes in plans or locations prior to addressing parents. Help train CITs in leading activities and proper interaction with campers.
10. *Prohibited actions:* helping campers dress and change before or after swimming; administering medications, sunscreens or lotions to campers; using cell phones while on duty.

updated May 2010