

# Hartford Parks & Recreation Department

## VENTURES CAMP COUNSELOR

### Job Description

**FISA Designation: Non-exempt seasonal**  
**Department: Hartford Parks and Recreation**

**Pay Classification: Minimum Wage to \$16.50/hour**

#### **GENERAL DESCRIPTION:**

The **Camp Counselor** is responsible for planning, leading, and implementing a wide variety of programs and experiences for children in a small group setting. They will also be responsible for the general safety and development, growth, and skill achievement of the participants in his/her group.

#### **ESSENTIAL RESPONSIBILITIES:**

- Assist in the planning, development and implementation of daily schedule
- Plan and implement a weekly schedule for your camp group.
- Supervise participants and lead activities in a safe and energetic manner
- Inventory and maintain camp materials and equipment
- Neat appearance - staff shirt and proper attire required at all times.
- Check the facility and equipment for damage and theft. Check calendar of events for the day, and prepare equipment/supplies accordingly.
- Organize and lead a variety of small and large group activities. Activities include: crafts, nature, songs, games, opening and closing ceremonies, swimming, etc.
- Identify, respond and redirect camper behavior.
- Ensure that the site is kept clean, organized, and free of trash and debris.
- Communicate with parents about participant's experiences and report concerns to camp leadership.
- Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.
- Know and understand ALL emergency procedures associated with the camp program.
- Maintain a practice of stewardship for camp property including proper accounting and storage of all camp equipment.
- Consistently display of a positive attitude, high energy, enthusiasm, effective problem-solving skills and professionalism.
- Implements and adheres to the Behavioral Management Plan for campers.
- Know, enforce, and follow all safety guidelines associated with the camp and all program areas. This includes but is not limited to being responsible for your campers' safety and their whereabouts at all times.
- Help guide CITs to have a deeper understanding of leadership and counseling skills.

#### **SUPERVISION RECEIVED**

Reports directly to the Camp Director

#### **QUALIFICATIONS - Required:**

- Junior year in High School and be at least 17 years
- Upon hire, completion of CPR & 1<sup>st</sup> Aid Certification
- Knowledge of leadership skills
- Ability to lead, plan, organize and implement program activities
- Demonstrated skills in planning, organizing, and supervising recreation activities for groups of various sizes.
- General knowledge of a variety of recreation activities.
- Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision.
- Strong organizational and communication skills