

# Town of Wolfeboro, NH

**POSITION: Summer Day Camp Head Counselor**

**DEPARTMENT: Parks & Recreation**

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## **GENERAL SUMMARY**

Under general direction of the Day Camp Director, the day camp counselor will supervise children ages six to twelve years old. They will facilitate, monitor and participate in all activities including field trips, arts and crafts, sports and games. While doing so, the counselor is expected to serve as an appropriate role model for the children in his/her care. A Head Counselor will work up to 35 hours per week.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Participate in day-to-day operation of summer camp activities.
- Supervise campers at all times.
- Lead daily activities such as arts and crafts, field games and special events.
- Attend field trips and staff meetings.
- Perform other duties that maybe assigned by camp director.

## **OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as requested.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience**

- At least 16 years of age.
- Past experience with children ages 6-12 years old.

### **Knowledge, Skills and Abilities**

- Desire and ability to work with children outdoors..
- Ability to accept supervision and guidance.
- Ability to assist in planning and implementing activities.
- Good character, integrity and adaptability.
- Enthusiasm, sense of humor, patience and self-control.
- CPR/First Aid Certification (provided during Counselor Training).

## **TOOLS AND EQUIPMENT USED**

Related peripherals; Town Vehicles, two-way radios, sports equipment, maintenance equipment, first aid equipment and other materials required to perform an activity.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk, see or hear. The employee must regularly stoop, bend, crouch or crawl; climb several flights of stairs, lift and/or move up to 50 pounds.

**Interested applicants should fill out an application and send resume to [parksdirector@wolfeboronh.us](mailto:parksdirector@wolfeboronh.us) or call 603-569-5639.**

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**