

## **Seymour Playground Camp Head Counselor**

### **Job Description**

#### **General Statement of Duties:**

The Head Counselor's primary role is to manage all camp counselors and staff by providing supervisory assistance to counselors in their daily duties and to ensure a safe & positive camper experience. In addition, the Head Counselor is responsible for assisting the Recreation Program Manager with Playground program development and planning as needed.

#### **Essential Responsibilities:**

- Prior to camp contact staff who will be assigned to you regarding training and assignments
- Manage Staff and day camp activities
- Ensure camper pick up and drop off runs smoothly first to arrive and last to leave
- Handle all early dismissals
- Stay abreast of current camper or counselor issues or problems. Manage the quality of the counseling by assisting with timely resolution of issues that develop with campers. Be the first level of contact for such problems. Notify Recreation Manager of issues as needed
- Develop trust and encouragement with Counselors and Campers by fostering relationships through daily interaction and encouragement
- Under the direction of the Recreation Program Manager facilitate periodic staff meetings to communicate schedule issues/changes, concerns and pep talks
- Recognize and respond to teachable moments
- Evaluation of counseling duties, employee discipline reports and formal evaluation mid program and at the conclusion of the program
- Be concerned and attentive to the health, safety and general welfare of the campers and counselors. Ensure no child is being left out
- Assist in teaching various skills as needed. Act as back up counselor in a counselor's absence including covering of a group for an extended period of time if needed.
- Supervise and Coordinate Free Pizza Friday's, swim days, and field trips as directed by the Recreation Program Manager
- Assist in individual group schedules daily for each week of camp under the direction of the Recreation Program Manager
- Complete accident/incident reports as needed and carry through as stated in the accident/incident policy procedure
- Supervise counselors on daily cleanup of areas
- Facilitate and direct staff on special activities and their content as needed
- Attend Middle School Field Trip Camp as needed

#### **Desired Qualifications:**

- Previous experience working with children in a camp or school setting as a teacher or counselor preferred
- Ability to communicate and work with groups and provide necessary instruction to staff
- Ability and/or previous experience providing supervision and guidance to counselors including enforcement of appropriate safety regulations and emergency procedures preferred
- Ability to encourage and motivate others to perform at their best

- Desire and ability to work with children in a camp setting
- Good time management skills and strong work ethic
- Enthusiasm, sense of humor, patience, self-control and FLEXIBILITY required

**Supervision Received:**

- Reports directly to the Recreation Program Manager. Works under the general direction of the Director of Community Services.

**Salary:** \$15.00 Commensurate with experience.