



## Digby Area Recreation Commission

### Summer Day Camp Counselor Job Description

Reporting to the Recreation Manager or Active Living Coordinator is responsible for providing leadership and supervision to program participants in a safe and enjoyable environment.

#### **Responsibilities:**

- Plan and implement a varied recreational program involving crafts, active and quiet games, sports and special events for children 5 ~ 12 years of age.
- Assist with the planning and coordination of each weekly schedule at day camp, including planning and leading activities.
- Attend and participate in all training sessions.
- Ensure the children are participating in a caring and welcoming environment.
- Cooperation with the entire staff in working together for the welfare for the participants.
- Responsible for daily supervision of a group of children. The counselor must stay with the children the entire time they are attending camp, including lunches. Utmost care must be provided at pick up time to ensure only authorized people are allowed to take the children from the site.
- Maintain daily records of attendance, program activities and equipment checks.
- Maintain an inventory of program and first-aid supplies
- Ensure the equipment, facilities and grounds are safe play areas for children.
- Enforce safety rules and regulations.
- Set a positive example in exercise, food selection, personal habits, and attitude.
- Perform other related duties as assigned.

#### **Qualifications:**

- Desire and ability to work with children outdoors
- Ability to accept supervision and guidance
- Current First Aid and CPR
- Coordination, planning and organizational skills
- Work occasional evening and weekend
- Possess strong interpersonal and leadership skills
- Enthusiasm, sense of humor, patience, and self-control