



West Windsor Recreation Job Description

Position: Counselor

General Function: The Counselor will be responsible for implementing the Camp Program, in addition to directing and supervising children under the direction of the Head Counselor.

Supervisor: Head Counselor and Camp Director

Qualifications: Must be at least 17 years old and have completed junior year in High School.

Job Responsibilities:

1. Assist the Head Counselor in meeting and maintaining camp standards.
2. Attend required staff training sessions and scheduled staff meetings during the camp program.
3. Work to provide a positive atmosphere.
4. Work with the Head Counselor and Camp Director in planning camp program and special events.
5. Help plan, organize and implement the daily program along with the Head Counselor.
6. Responsible for the supervision, leadership, guidance, and physical safety of the entire camp.
7. Acquaint campers with the rules, activities and daily schedule of the camp.
8. Responsible for all equipment and supplies of the camp.
9. Make scheduled written evaluations to assist in the total camp evaluations.
10. Perform additional duties related to the camp program at the request of the Head Counselor and Camp Director, such as assisting in pool locker room, assisting special area instructors, etc.
11. Maintain positive contact with the parents.
12. Bring to the attention of the Head Counselor or Camp Director any problem which you cannot handle yourself.
13. Represent the West Windsor Recreation Department in a mature and professional manner.
14. Assist in the swimming program by serving as an alert aid when campers are swimming.
15. If certified, administer First Aid and CPR if necessary and keep accurate records.
16. Treat your fellow counselors with dignity and respect.
17. To consistently maintain a high degree of SAFETY on the playgrounds, fields, pools, buses, sidewalks, trips, etc...by active supervision and direction of campers.
18. Assist children with snack and lunch, maintain a clean environment, making sure tables are clean and garbage is thrown away.

I have read and understand the above responsibilities and agree to follow them to the best of my ability.

Signature and Date: _____

Print name: _____

Please return signed paper to the Recreation Office