**Title:** Camp Counselor

**Date:** 1/06/25

**Reports To:** Camp Director, Program Coordinators, Recreation Superintendent

**Summary of Position:**

To supervise the operations, staff and campers to provide a clean, safe and friendly environment for the campers and to provide excellent customer service to the participants of the camp.

*Whitemarsh Township is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national original, age, disability, marital status, sexual orientation, or any other legally protected status.*

**Duties and Responsibilities:**

* Maintain camper and staff safety
* Prepare attendance records and maintain attendance
* Document all incidents and follow up with Camp Director
* Responsible for daily operation of camp from arrival to dismissal including but not limited to discipline for campers, and staff and to ensure that the camp daily activities as well as the themed activities are followed through, communications with parents, and staff evaluations
* Responsible for first aid care and documentation
* Responsible for dispensing and logging of prescribed medications
* Handle staff disciplinary issues with direction of Camp Supervisor
* Performs administrative functions, compiles documentation and completes assigned reports
* Active involvement in the operation
* Enforce all camp and staff policies
* Receives and carries out instructions
* Inventory camp supplies and regularly informs camp Director of any low supplies
* Assist with training, weekly staff meetings and supervising staff with guidance
* Assist with responding to parent questions and concerns to ensure customer satisfaction
* Prepare attendance lists
* Ensure program runs on schedule
* Other duties as assigned

**Requirements:**

* A current valid driver’s license
* Minimum 3 years supervisory experience
* Must obtain CPR/AED within 3 months of hire
* Must adhere to all current PA DHS requirements