

BOROUGH OF LANSDALE JOB DESCRIPTION

TITLE: Day Camp Counselor

DEPARTMENT: Parks and Recreation

GENERAL SUMMARY:

The Day Camp Counselor is responsible for guiding campers through a positive and engaging camping experience under the direction of the Camp Manager and with support from the Parks & Recreation Department. The Counselor plays a key role in planning, supervising, and leading daily activities, ensuring that campers are safe, engaged, and have an enriching time at camp.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Activity Supervision and Participation

- Assist the Camp Team in planning and implementing daily camp activities, ensuring they are safe, age-appropriate, and fun.
- Lead small groups of campers in activities such as games, arts and crafts, nature walks, sports, and team-building exercises.
- Foster a positive, inclusive, and respectful environment that promotes teamwork and personal growth for all campers.

2. Behavior Management

- Maintain appropriate behavior standards for campers and staff, actively working to avoid accidents and creating a positive environment.
- Identify, address, and redirect inappropriate camper behavior in a constructive manner, ensuring that camp rules and guidelines are upheld.
- Monitor camper well-being, offering support and addressing any concerns that may arise.

3. Safety and Well-Being

- Monitor and enforce safety protocols during all activities to prevent accidents and injuries.
- Be proactive in addressing any issues or concerns that arise among campers, such as conflicts or behavioral issues.
- Assist with the administration of first aid and emergency procedures when necessary.
- Help maintain camp cleanliness, including supervising and assisting in the care of facilities and equipment.

4. Communication & Camp Quality

- Maintain open communication with the Camp Manager and Camp Team to ensure smooth camp operations.
- Address any concerns or issues raised by parents, ensuring timely and respectful communication regarding camper needs and feedback.
- Complete required documentation, such as incident reports accurately and promptly.
- Commit to a diverse and inclusive camp environment, ensuring that every camper feels respected, valued, and included.

5. Role Model & Camp Operations

- Participate in required staff training, meetings, and conferences, demonstrating ongoing commitment to professional growth.
 - Serve as a role model for campers by demonstrating punctuality, good sportsmanship, and adherence to camp policies.
 - Display positive behavior, including following camp rules, treating others with respect, and setting a positive example for campers to model.
 - Ensure the quality of the camp experience by identifying and reporting any issues, safety concerns, or equipment disrepair.
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JOB SPECIFICATIONS

- **Education & Experience:**

- At least 15 years old (under 18 must obtain a Work Permit)
- Have experience with children (babysitting, tutor, youth group, etc.)
- Enthusiasm, patience, and interest in working with children.
- Commitment to Child Protection, Safety, and Summer Camp Experience

- **Requirements:**

- Clearances - Must have or be willing to obtain required background checks including:
 - PA Child Abuse, PA Criminal History, and FBI Fingerprint
- CPR & First Aid Certification (employer provided)
- Mandated Reporter Certification

- **Knowledge, Skills, & Abilities:**

- **Knowledge:**

- Thorough knowledge of Borough programs, services and operations.
- Thorough knowledge of department policies and procedures.
- Thorough knowledge of computer software applications including Microsoft Office (Word, Outlook, Excel), RecDesk, and Adobe.

- **Skills:**

- Strong verbal and written communication skills to connect with team and families
- Quick thinking and decision-making skills to resolve issues and handle emergencies
- Flexibility to adapt to changes including weather, daily operations, and staff schedules

- **Abilities and Physical Demands:**

- Manage multiple tasks efficiently, prioritize responsibilities, and adapt to changes in camp schedules or conditions.
 - Assist in maintaining effective communication with Camp Team and families regarding camper and activities.
 - Work effectively both independently and collaboratively as part of a team.
 - Be aware of environmental hazards and work outdoors in various weather conditions (heat, humidity, rain) while maintaining energy and focus.
 - Safely lift and carry up to 30 pounds (camp equipment, supplies) as required for daily operations.
 - Maintain a clean, safe, and organized camp environment by checking equipment and facilities regularly.
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Reports To:

Senior Recreation Specialist and Director of Parks and Recreation