

Town of Madison
Beach and Recreation

Job Description

POSITION: Summer Escape Camp Counselor

DEPARTMENT: Beach and Recreation

HOURS: Approximately 38 to 40 hours per week

RESPONSIBLE TO: Recreation Supervisor and Summer Escape Camp Director

Duties and Responsibilities:

- Act as a responsible leader and role model at all times.
- Organize and conduct children's activities throughout the day.
- Keep the policies of the department and the safety of the participants in mind while conducting these activities.
- Report incidents and accidents to Camp Director immediately and fill out required paperwork.
- Perform minor first aid when necessary and write what you did in the first aid log.
- Keep the parents informed of their child's wellbeing at camp.
- Document all disciplinary actions on paper.
- Keep the camp rooms clean at all times.
- Be at work and ready to start when you are scheduled to work.
- Wear camp shirt every day and maintain proper dress code.
- Must participate in all activities with campers including swimming.
- Must be available to work the extended hours of camp.
- Must ride the bus with campers on all field trips.
- Must not request vacation time during summer camp season.
- Must attend required staff training.
- Other duties as assigned directly related to working at summer camp.
- Follow specific policies as written in the Summer Escape Staff Handbook.

Qualifications:

- Must be current with First Aid/CPR/AED
- College age preferred due to the age of campers and the responsibilities of the job.
- Ability to lead various passive and active games and activities.
- Desire to work with children ages 6 to 12
- Must be able to set up camp activities, carry supplies and equipment used during camp.
- Must be able to spend a considerable amount of time outside daily.
- Must be willing to participate in adventure type activities such as zip lining, climbing, etc.