

EAST LAMPETER TOWNSHIP

POSITION DESCRIPTION

TITLE: SUMMER PLAYGROUND COUNSELOR

DEPARTMENT: PARKS AND RECREATION

GENERAL SUMMARY: Under the supervision of the Summer Playground Lead Counselor, the Camp Counselor is responsible for supervising a small group of campers within a specific age range. The Counselor ensures the safety, well-being, and enjoyment of campers by overseeing activities, managing camper behavior, collaborating with other staff, and serving as a positive role model throughout the camp day.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Directly supervises program participants from the start of the program until parent pick-up or hand-off to another team member, ensuring the safety and well-being of campers.
2. Plans, organizes, and leads a variety of activities, including group games, team sports, arts and crafts, theme days, and special events, to provide an engaging and enjoyable experience for participants.
3. Maintains a safe and clean program environment by conducting facility inspections before and after shifts and reporting findings to the Lead Counselor.
4. Identifies and minimizes hazards to prevent injuries, ensuring compliance with program rules and safety procedures at all times.
5. Enforces program policies and procedures, including implementing discipline protocols outlined in the Playground Code of Conduct.
6. Prepares to respond to emergencies by being knowledgeable of and ready to provide appropriate emergency care according to training and program protocols.
7. Communicates effectively with parents, staff, and team members to provide updates, address concerns, and ensure alignment on program expectations.
8. Cleans, sanitizes, organizes, and properly stores equipment before and after program use to maintain an orderly clean environment.
9. Attends all in-service training opportunities to stay informed of program policies and enhance skills for delivering a successful camp experience.

JOB SPECIFICATIONS:

Education/Experience: Must be an incoming high school junior or older. Previous camp counseling experience is preferred but not required.

Knowledge:

Understanding of child supervision practices and program safety.
Familiarity with recreational games and activities suitable for children.

Skills:

Effective communication and leadership skills.
Ability to serve as a positive role model and mentor.
CPR/First Aid certification (or willingness to obtain before the program begins).

Abilities:

Ability to lead a group of children in activities while working cooperatively with other team members.
Demonstrates enthusiasm, responsibility, dependability, and positivity.
Physical ability to participate in and lead physical activities, including standing, walking, and lifting light equipment.

Working Conditions:

Work is performed both indoors and outdoors in varied weather conditions.
Scheduled hours are Monday–Friday, 8:30 a.m.–1:30 p.m.

Licensing Requirements:

PA ACT-15 Clearances (must be obtained before the program begins).

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job. The position description does not constitute an employment agreement and is subject to change by the Township when needs of the Township and requirements of the position change.

REPORTS TO: Summer Playground Lead Counselor

SUPERVISES: None

DATE: January 2025