

## EAST LAMPETER TOWNSHIP

### POSITION DESCRIPTION

TITLE: SUMMER PLAYGROUND LEAD COUNSELOR  
DEPARTMENT: PARKS AND RECREATION

**GENERAL SUMMARY:** Under the supervision of the Recreation Director, the Summer Playground Lead Counselor oversees the daily operations of a seasonal recreational program. This position ensures the program provides a fun, educational, engaging, and safe summer experience for children. The Lead Counselor supervises playground counselors, organizes activities, addresses camper needs, and serves as the primary point of contact for parents and staff.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Collaborates with the Recreation Director to design and implement age-appropriate lesson plans, activities, and schedules for the summer program.
2. Leads a variety of engaging activities, including arts and crafts, games, sports, and team-building exercises, ensuring they are appropriate for the age and development level of the campers.
3. Monitors campers during all activities to ensure their safety, health, and overall well-being while promoting a positive environment.
4. Supervises playground counselors, providing training, guidance, delegation, and performance feedback to ensure program goals are met.
5. Conducts daily staff check-ins to review responsibilities, schedules, and expectations, fostering effective teamwork among counselors.
6. Acts as the primary point of contact for parents, providing timely updates on program activities, camper progress, and addressing any concerns or issues that arise.
7. Shares schedules, reminders, and updates with families using email or written correspondence to ensure clear communication.
8. Addresses camper behavior challenges by implementing appropriate strategies, escalating serious concerns to the Recreation Director, and involving parents when necessary.
9. Fosters a respectful and supportive atmosphere among campers and staff to encourage positive social interactions.
10. Ensures the cleanliness, organization, and proper setup of program areas and equipment, maintaining a safe and welcoming environment for all participants.

11. Conducts basic inspections of materials and facilities, reporting maintenance issues or supply needs to the Recreation Director promptly.
12. Enforces safety and emergency protocols during program hours, responding effectively to incidents to ensure camper and staff well-being.
13. Completes and files incident and accident reports as necessary, ensuring that documentation is accurate, submitted promptly and shared with appropriate Township staff.
14. Maintains accurate records of attendance, incidents, and camper health information to ensure compliance with program policies.
15. Provides feedback and suggestions to improve program activities, themes, and overall operations to enhance the summer experience for campers.
16. Performs other duties as assigned to support the success of the summer playground program.

#### JOB SPECIFICATIONS:

##### Education/Experience:

Prior experience working with children in a leadership role.

Degree or coursework in education, child development, or a related field is preferred.

Previous teaching or camp counseling experience is preferred.

##### Knowledge:

Strong understanding of child development and program planning.

Familiarity with safety practices for youth programs.

##### Skills:

Strong leadership and team-building skills.

Effective communication, problem-solving, and conflict-resolution abilities.

CPR/First Aid certification (or willingness to obtain prior to program start).

##### Abilities:

Ability to create and implement engaging activities that promote learning through play.

Capability to adapt plans in real-time to meet changing needs.

Ability to manage staff and inspire a positive work environment.

Effective communication with parents, staff, and campers.

Physical ability to lift, carry, and set up equipment up to 25 lbs.

##### Working Conditions:

Work is performed both indoors and outdoors in varied weather conditions.

Position requires standing, walking, lifting, and interacting with children.

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: Recreation Director

SUPERVISES: Playground Counselors

DATE: January 2025