

Head Camp Counselor Job Description

You must provide guidance, support and leadership to an assigned group of children throughout the summer. Always know how many kids are in your group that week and keep track on a day to day basis. Work with them as a whole but understand the individual needs of each camper through camp activities, games and crafts. Professionalism is to be shown when working with other staff members, parents as well as campers at all times. Always put the safety of the campers above all else.

Qualifications

- Must be at least 18 years of age
- Previous camp experience is preferred but not mandatory
- Desire and ability to work with children in a summer day camp setting
- Ability to provide supervision and guidance when needed
- Ability to accept supervision and guidance when needed
- Ability to assist in teaching and/or leading an activity, game and craft
- Enthusiasm, sense of humor, patience and self-control

Responsibilities

Typical responsibilities include but are not limited to:

- Uphold all policies rules and regulations of the Bolton Recreation Department
- Attend regular scheduled meetings
- Take control of one specific group of kids; or entire camp setting if camp director is not present
- Plan daily crafts, and activities for your group based off of the weekly/daily theme; all supplies in the closet are for craft and activity use
- Be responsible for the well-being of each individual in your group
- Develop and maintain positive relations with all staff, parents and participants
- Help stimulate interest in the campers during camp activities
- Appropriately assist those who may need help adjusting to the camp atmosphere
- Work with the campers parents and other staff members to foster a respect for the Town of Bolton Property and instill a civic duty to keep the camp clean
- Take Precautions to prevent injury and minimize or eliminate hazardous situations
- Complete all necessary reports
- Carry out any additional duties assigned by supervisory staff members