



## **RICHLAND COUNTY RECREATION COMMISSION**

### **RECREATION**

### **POSITION SPECIFICATION**

---

#### **Lead Summer Counselor (Seasonal)**

---

**Beginning Salary: \$13.00 per hour**

#### **General Purpose**

#### **Summer Lead Camp Counselor (Seasonal)**

**Summary:** The Summer Camp Lead Counselors report directly to the site supervisors and are responsible for the primary supervision of all camp participants. In the absence of the site supervisors, will supervise the Summer Camp Counselors. This position will be responsible for ensuring that the daily administration of the Summer Camp Program is being done which includes: ensuring the well-being and safety of all participants, administering clubs and activities, providing daily feedback to the site supervisors, filling out paperwork, maintaining daily logs, and maintaining a fun and safe environment for the participants.

**Requirements:** Maintain current Adult and Child CPR/AED certifications (provided during training). Must be available to work Mondays – Fridays, 7:00 a.m.-6:00 p.m. Must pass a criminal background check and drug screening. Must be able to attend mandatory training sessions June 10<sup>th</sup> – June 15<sup>th</sup>; must be available for entire duration of camp, which runs from June 17<sup>th</sup> through August 16<sup>th</sup>. Valid driver license.

**Qualifications:** Must be at least 18 years or older. Previous work with summer camps or interaction with large groups of children. Must also have experience in some aspects of parks and recreation to include sports, art, group games, and/or health and wellness. Associate's degree (or equivalent college courses) or Bachelor's Degree in Recreation, Early Childhood, Psychology, or related field.

#### **Job Responsibilities:**

- Serves as the supervisor in the absence of the site supervisors.
- Assists with planning daily activities for the summer camp.
- Assists with implementation of the USDA Summer Feeding Program (if applicable)
- Lead campers through hands-on activities, labs, presentations, field trips, art, and athletic.

- Ensure that campers at all times are supervised and maintain a safe and enjoyable camp environment.
- Maintain a well-organized system to track each camper's medical conditions as well as photo release restrictions.
- Keep track of supplies for camp and convey any camp needs to the site supervisors.
- Ensure participants are safe (properly hydrated, playing areas are free of hazards, etc.); perform head-counts of participants throughout the day.
- Follow all protocols found in the camp standard operating procedures.
- Interact and communicate with parents/guardians during drop-off and pick-up times.
- Assign duties for daily set-up and clean-up of the camp area.
- Carrying and monitoring activity supplies throughout campus as well off site.

**Skills Required:** Public speaking, organization, leading small groups. CPR and First Aid certification preferred. This job description in no way states or implies that these are the only duties to be performed by his employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.