



Enriching Lives &
Connecting Communities

RICHLAND COUNTY RECREATION COMMISSION

RECREATION

POSITION SPECIFICATION

Summer Camp Counselor (**Seasonal**)

Beginning Salary: \$11.00 per hour

Summary: The Summer Camp Counselors reports directly to the site supervisors and are responsible for the primary supervision of all camp participants. Summer Camp Counselors will be responsible for the daily administration of the Summer Camp Program, including: 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: Must be at least 18 years or older. High school diploma or equivalent. 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 10th – June 15th; must be available for entire duration of camp, which runs from June 17th through August 16th. Valid driver license.

Qualifications: High school diploma or equivalent with one to two years' experience in a customer service role with direct interaction with adults and children; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license. Must also have experience in some aspects of parks and recreation to include sports, art, group games, and/or health and wellness.

Job Responsibilities:

- Lead campers through hands-on activities, labs, presentations, field trips, and experiments.
- 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 Lead Camp Counselor or 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.
- 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.