



## **POSITION DESCRIPTION**

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**TITLE:** Summer Camp Counselor  
**REPORTS TO:** Summer Camp Coordinator  
**DEPARTMENT:** The Rookery  
**STATUS:** Seasonal  
**WAGE:** \$13-\$16/hour

### **POSITION SUMMARY**

The Summer Camps Counselor plans, leads, and implements camp programs for children enrolled in the Rookery Activity Center Summer Camp program. Provides high-quality educational and recreational opportunities and enjoyable experiences for camp participants. Supervises campers and ensures their safety, development, growth, skill achievement, and general well-being.

### **RESPONSIBILITIES**

1. Plans, leads, and implements camp programs for children.
2. Provides high-quality educational and recreational opportunities and enjoyable experiences for camp participants.
3. Supervises campers and ensures their safety, development, growth, skill achievement, and general well-being.
4. Maintains a schedule for camp participants.
5. Facilitates lesson plans for daily activities.
6. Organizes and leads various small and large group activities.
7. Ensures the cleanliness of the site.
8. Assists in maintaining accurate program records, including incident reports, and daily attendance.
9. Knows and understands all emergency procedures associated with the camp program.
10. Records and tracks camper's dietary restrictions/allergies and ensures that the meals/snacks are distributed to them.
11. Knows, enforces, and follows all safety guidelines associated with the camp program, including knowing the whereabouts of your group at all times.
12. Maintains constant surveillance of the pool areas when doing aquatics activities.
13. Attends field trips and various activities.
14. Oversees the well-being and safety of all children while on the bus and at offsite locations.
15. Participates in and attends all staff meetings.
16. Takes part in and plays with the children during games, activities, and free time.
17. Participates in all water activities and supervise children while in the water.

### **QUALIFICATIONS:**

1. 16 years old or older.
2. Position requires a person with experience in working with younger children and leading activities.

3. Applicant must have an energetic personality that reflects a love of children, can understand and meet their wide variety of needs, and is creative and fun.
4. Ability to work as a team member with counselors and adult staff members.
5. Ability to work alone with a small group of children.
6. Ability to perform a variety of tasks outside in various climates.
7. Enjoys being in the company of children.
8. Experience in camp, youth programs, recreation, working with children, or in a related field.
9. First AID and CPR Certification before the start of Camp (CPR and First AID certification will be offered for employees)
10. Other duties as assigned.

#### **PHYSICAL DEMANDS**

1. Requires the physical ability and stamina to perform the essential functions of the position.
2. Ability to stand, sit, bend, and kneel for extended periods of time.
3. Ability to run and/or walk.
4. Ability to carry and/or move up to 50 pounds.
5. Ability to swim.

#### **CONDITIONS OF EMPLOYMENT**

Must comply with organizational and departmental policies.

#### **EXPECTED HOURS OF WORK**

The Summer Camp Counselor is seasonal position at The Rookery. Camp staff training will be held in June. The Summer Camp Counselor will work 35-40 hours per week in the months of June - August. Regular camp hours are Monday – Friday, 9:00am - 3:30pm with the option of working extra hours before and after camp.

*It is the policy of the City of Lino Lakes to provide equal employment opportunities to all persons. All employment policies and practices shall be non-discriminatory in compliance with federal laws and state statutes.*

Revised: 3/1/2023