

**NEW BERN PARKS AND RECREATION**

**Summer Day Camp Counselor**

An employee in this classification is considered seasonal, temporary.

**DESCRIPTION:**

Duties may include, but are not limited to, the following:

- Direct supervision of camp participants.
- Supervise and lead recreational activities.
- Plan daily activities, outline schedules, and prepare written lesson plans.
- Ensures activity and site are safe for participants and staff.
- Provides instruction and demonstrate knowledge, skills and ability in area(s) of expertise.
- Responsible to check out equipment from storage and return to proper storage area.
- Report all accidents/incidents to office staff immediately and complete necessary forms.
- Responsible to hand out program evaluation forms.
- Prepare room set up for activities and clean up after activities including turning off all equipment; i.e., lights, stereo, air conditioning, TV, etc., and properly securing classrooms.
- Inform supervisor about any problems regarding participants, facilities or other.
- Performs a variety of cleaning tasks in order to keep staff and participants safe.
- Performs other job duties as assigned.

**QUALIFICATIONS:**

- Maintains current First Aid and CPR certificates, or ability to pass certification.
- Must be able to deal in a courteous, knowledgeable and tactful manner with participants, parents, staff and general public.
- General knowledge of sports, fitness, games, crafts, basic preparation of snacks, science, outdoor recreation, and/or other recreational and cultural activities for children.
- Knowledge of the principles and practices of leadership and group organization, planning, and implementing a recreational program.
- Maintain a neat and professional appearance.
- Experience in working with children.