

# **City of Richland - Job Description**

## **Parks and Recreation Department – Summer Camp Counselor**

### **Purpose of Position**

Supervise children and keep them safe. Also engaging with children while doing crafts and activities.

### **Major Duties and Responsibilities**

Organizing activities each day

Leading activities and demonstrating activities to children

Communicating with parents, providing updates, and answering questions about the camp

Ensuring all children are being included

Providing guidance, motivation, and support to all children or “campers”

### **Job Context**

The Summer Camp Counselor is a full-time position in the Parks and Recreation Department. The Summer Camp Counselor position is for summer only. 50% of the work for this position is indoors; 50% is outdoors and requires work done in all types of weather conditions. Summer camp counselors will be in charge of daily activities. Some activities will be messy, wet, etc. Summer camp counselors will be expected to have a fun, happy attitude and be willing to participate in activities with children.

### **Knowledge, Skills and Abilities**

#### **Skills and Abilities:**

- Work as a team member with other employees
- Communicate effectively with coworkers and parents
- Maintain a happy/positive attitude
- Handle multiple tasks simultaneously with frequent interruptions

#### **Preferred, but not required**

- CPR Certified
- Previous work in childcare