

Position: **Camp Counselor**  
Department: Southborough, MA Recreation Department  
Hours: Up to 40 Hours  
Benefits: N/A  
Salary: Grade 1, Seasonal Part Time – Schedule C

### **Job Description**

Counselors are responsible for supervision, safety, and overall experience of campers involved in the Southborough Recreation Summer Day Camp system. Counselors will be tasked with implementing programming, policies, and procedures as directed by the Camp's Supervisor or his/her designee. Interaction with parents, guardians, and caregivers will be mandatory. This is a seasonal position with an expectation of working 7-10 weeks during the summer.

### **Essential Responsibilities**

- Help implement a weekly schedule of activities and special events
- Know, enforce, and follow all safety guidelines associated with the camp and all program areas. This includes being responsible for your camper's safety and their whereabouts at all times.
- Identify and respond to camper behavior issues.
- Communicate with parents about participant's experiences and report concerns to Supervisor
- Assist in maintaining accurate program records including incident reports, daily attendance, and inventory of supplies
- Know and understand all emergency procedures associated with the camp program
- Work complimentary with other camp counselors to ensure a successful experience for all campers and staff alike.
- Know, enforce and follow all safety guidelines associated with the camp and all program areas. This includes being responsible for your camper's safety and their whereabouts at all times.

### **Requirements**

- Successful completion of CORI background check
- First Aid/CPR Certified. Training will be offered
- Experience working with youth in a camp, classroom, or childcare setting.
- Strong organization and communication skills.
- Must have the physical ability to participate and lead camp activities and lift up to 25 lbs

To apply, please submit an Employee Application found online at [www.SouthboroughRec.com](http://www.SouthboroughRec.com)