



CITY OF BERKLEY
JOB DESCRIPTION
Parks & Recreation Department
2400 Robina
Berkley, MI 48072

DAY CAMP COUNSELOR

Application Deadline: April 15, 2018 or until filled
Pay rate: \$9.25/hour

POSITION SUMMARY

Day Camp Counselors are responsible for planning, leading, and implementing core programs and activities for children in a small group setting. They are also responsible for the general safety, growth, and skill achievement of the participants in his/her group. The incumbent provides high quality educational and recreational experiences for participating campers, ages 5 to 14 years old. Must also work as a member of a team and accomplish tasks with little direct supervision

Summer camp programs runs for ten weeks, five days a week, from 7:15 am to 6:00 pm. Staff rotates hours and days per week - up to 40 hours. The number of weeks of employment is based on camper enrollment.

Essential Responsibilities:

1. Assist with the development and implementation of weekly schedules for the assigned camp group.
2. Organize and lead a variety of small and large group activities each week. Activities may include crafts, nature, songs, games, opening and closing ceremonies, swimming, archery, canoeing, Family Night, etc.
3. Identify and respond to camper behavior issues.
4. Ensure that the site is kept clean, organized, and free of litter.
5. Communicate with parents about participant's experiences and report concerns to Camp Leadership.
6. Communicate effectively with the children of all ages, parents, guardians and fellow staff.
7. Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.
8. Know and understand all emergency procedures associated with the camp program.
9. Know, enforce, and follow all safety guidelines associated with the camp and all program areas. This includes but is not limited taking necessary safety precautions and knowing campers' whereabouts at all times.
10. Other camp related duties as assigned

Duties for this position include gender-specific tasks that require male and female representatives, respectively (i.e. locker room and public restroom supervision). Must be willing to wear a swim suit daily and be comfortable in chest-deep water.

Special consideration may be given for applicants with previous satisfactory volunteer experience with the Berkley Parks and Recreation Department.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

- Must be able to read and comprehend at the 10th grade level.
- Previous experience as a Camp Counselor is desirable

Physical Demands and Work Environment

While performing the duties of this job, the employee is regularly required to see, hear and communicate verbally; frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light weight. Must have the physical ability to lead and participate in camp activities which include, but are not limited to, hiking, canoeing, swimming, team building initiatives, building campfires, physical games, and activities. Must be able to restrain and physically support children when needed for safety in general camp activities (child weighing 50 - 200 pounds).

Submit applications by email to: sjennex@berkleymich.net or US Mail:

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February 24, 2018