

Parks and Recreation Department
7 Fan Hill Road
Monroe, CT 06468

P: 203.452.2806
F: 203.452-2958
parksandrec@monroect.org



Frank Cooper
Director

Russ Tice
Park Maintenance Supervisor

Kelly Cunningham
Office Administrator

Missy Orosz
Recreation Supervisor

JOB DESCRIPTION

Position: Summer Fun Days Camp Counselor

Salary Range: \$10.10-\$12.60

Work Week: Monday thru Friday 8:45-3:15 plus extended day hours, end of June to mid-August

Work Location: Local school sites and town property

Supervision: Responsible to Director of Summer Fun Days Programs and Assistant Directors

Duties: Abide by ALL duties, rules and responsibilities outlined in the counselor contract, **PLUS:**

1. Follow a weekly group schedule and manage age level groups daily within that schedule.
2. Manage all sign in/sign out for your age group.
3. Assist and inform parents about matters regarding their child and the program. Always maintain positive relationships with parents.
4. Manage and coach C.I.T.s within the grade level and collaborate with C.I.T. coordinator on evaluations.
5. Eats lunch with campers within age level group every day.
6. Assist specialists during activity time.
7. Participate with campers and other staff in whole group and small group camp activities.
8. Abide by all camp rules and codes of conduct.
9. Work with other counselors and activity specialists to plan age appropriate activities for non-planned time (games, read aloud, etc.)
10. Attend all staff meetings and assist in cleanup at the end of the day, after lunch, and the last day of camp.
11. Include CIT's in group activities/management.
12. Performs other duties as assigned by the Director of Summer Programs.

Qualifications:

1. Minimum of 16 years of age, preferably 18 years of age and older.
2. Dedication to putting the well being of children first.
3. A good role model of high integrity committed to the Summer Fun Days Program.
4. Ability to work as a team member, be flexible, and learn from feedback.
5. Must have some prior experience with children and/or a strong desire to work with children.

Physical Demands: While performing the duties, the employee is occasionally required to stand, walk, sit, climb or balance, stoop, kneel, crouch, or crawl. Must be able to stay on ones feet for the majority of the day, able to run, be in good physical fitness, strength and stamina in order to interact with children during activities. The employee may be required occasionally to lift up to 25 pounds.

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