



Position Title: Day Camp Counselor

Department / Location: Various Locations

Job Classification: Part-Time Summer (June – August)

Reports to: Recreation Program Coordinator and Day Camp Counselor

Supervises: Day Camp Participants

Position Summary: Provides a safe environment for youth by supervising participants, organizing and leading activities in three different Day Camps.

Qualifications:

- Experience working with youth.
- Independent self-starter, who can work with low supervision.
- Possess strong leadership qualities.
- Great organizational and time management skills.
- Creative, always finding new ways to keep the participants involved.
- Possess patience, empathy and enthusiasm.
- Must be a good role model.
- Safety conscious.
- Responsible and reliable.
- Portrays a positive and energetic attitude.
- Ability to stand and be outdoors for long periods of time.
- Must enjoy working with children.
- Basic knowledge of outdoor activities, i.e. archery, fishing, canoeing, hiking and swimming.

Essential Job Functions:

- Supervises participants at all times.
- Wears appropriate attire and staff shirt.
- Arrives at least 15 minutes early to the sites. (RAIN OR SHINE!)
- Emphasizes having fun and teamwork.
- Teaches the basics/fundamentals.
- Attends orientation and staff meetings.
- Assists in the planning and implementation of various outdoor activities.
- Never leave a child unattended, you must stay with them until their ride shows up.
- Keeps equipment and storage boxes neat and clean at all times.
- Assists the day camp coordinator(s) whenever needed.
- Disciplines the participants when needed.
- Completes incident/accident reports whenever necessary.
- Keeps equipment and storage boxes neat and clean at all times.
- Promotes fair play, honesty, courtesy and politeness.

Special Requirements:

- Reliable transportation.
- Must be available the entire summer.

Physical Requirements:



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- The employee must be able to complete all physical requirements of the job with or without a reasonable accommodation. Physical requirements will include sitting, standing, walking, lifting, carrying, reaching, pushing, pulling.

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Wauwatosa School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed