



Position Title: Summer Adventure Club Counselor

Department/Location: Recreation Department (will be assigned to one of the three program sites)

Job Classification: Part time (Summer Only)

Reports to: On Site Coordinators & Program Coordinator - Recreation

Supervises: N.A.

Position Summary: Supports On-Site Coordinators by supervising youth in various indoor and outdoor activities for our Summer Adventure Club program.

Qualifications:

- 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.
- Safety conscious.
- Responsible and reliable.
- Portrays a positive and energetic attitude.
- Ability to stand and be outdoors for long periods of time.
- Past experience working with youth.
- Basic knowledge of youth activities.
- Reliable transportation.
- Must be available the entire summer (camp is nine weeks long)

Essential Job Functions:

- Follows directions and implements tasks given by On-Site Coordinators
- Cell phones are put away at ALL times
- Assists the On-site Coordinators wherever necessary (setting up game areas, handing out snacks, taking children to bathroom, swimming, etc).
- Supports an inclusive educational environment for all students
- Establishes and maintains effective routines and procedures
- Communicates clearly and checks for understanding
- Creates and maintains a safe physical setting
- Follows directions and implements tasks given to them by On-Site Coordinators
- Supervises participants during the program.
- Disciplines the participants when needed.
- Wears appropriate attire and staff shirt.
- Arrives at least 15 minutes early to the sites. (RAIN OR SHINE!)
- Emphasizes having fun and teamwork.
- Attends orientation and staff meetings.
- Never leave a child unattended, you must stay with them until their ride shows up
- Takes initiative
- Works cohesively and positively with your Site Coordinators at your designated site
- Communicates positively with parents, participants and staff

Physical Requirements:

- 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