

# Summer Day Camp Counselor

Town of Kensington, NH

The Town of Kensington, NH is currently seeking interested and qualified applicants for the seasonal, part time position of Summer Day Camp Counselor as further described below:

## **Preferred Qualifications:**

Applicants must be dependable, enjoy working with children, creative, and have good communication and problem-solving skills. All Counselors must have Standard First Aid, CPR, and knowledge of Town of Kensington Emergency Incident Protocols. If not currently certified, applicants must receive training and certification prior to reporting to work on first camp date. Prior experience working with children is preferred. Specialized skills and/or experience in following areas is desirable and encouraged: special events, arts & crafts, sports, games, water activities, and experience working with elementary and/or middle school aged youth. Applicants must be age 16 or older, or entering 11/12 grade, and are required to pass a Criminal Background Check.

## **Responsibilities:**

- Works under the supervision of the Camp Director and Camp Coordinator.
- Standard First Aid, CPR, and knowledge of town trainings required to be obtained by June 1, 2022.
- Responsible for the supervision, safety, and accident prevention of all camp participants, and must be a positive role model to campers.
- Strives to establish positive public relationships for the Town of Kensington.
- Camp Counselors are required to adhere to all guidelines outlined in the Staff Handbook
- Administers First Aid and CPR when necessary. Assists in administering Emergency Incident Protocols if and when requested to do so. Reports to Camp Director for these instructions.
- Responsible for daily planning and implementation of the day camp program. Coordinates work schedules with Camp Director and fellow Camp Counselors to ensure adequate staff coverage.
- Responsible for organization and maintenance of Camp facility, supplies, equipment, field trips, special activities and extended camp activities (2:30 pm to 5:30 pm) as requested.
- Counselors are required to take daily attendance, complete all necessary accident or incident reports as necessary, and inform Camp Director of any issues or concerns that may require attention either immediately or at a future date.
- Responsible for recognizing matters of camper conduct, registration, or other sensitive matters, and either carrying out established procedures/guidelines for addressing or referring immediately to Camp Director if higher level action is needed.
- Maintaining confidentiality regarding certain camper information at all times other than to established supervision personnel.

- Acts as liaison between Town officials, Camp Coordinator, Camp Director and campers/families when needed. Appropriately communicating these situations, where necessary, to Camp Director.
- May be required to lift items that weigh more than 25 lbs.
- Other duties as may be required.

**Work Hours:**

Must attend pre camp training and certifications as needed. Required to attend staff meetings during Camp weeks as directed. May indicate preferred dates and hours of camp work but must be available to work dates and hours of camp once assigned by Camp Director. Town of Kensington and Camp Director will make every effort to accommodate Counselor schedule issues identified at least one week before the scheduled camp session. During Camp weeks, Counselors scheduled to work must be available from 8:00 a.m. to 4:30 p.m., with extended hours assignment responsibility lasting until 5:30 p.m. Camp operates Monday through Friday except for the week which contains 4th of July holiday.

**Salary Range:**

\$13.00 - \$14.50 per hour depending on education, experience, and prior years of service with the Kensington Summer Day Camp.

**To Apply:**

Applications will be accepted and considered until all positions are filled. Interviews may begin as early as late March. The "Kensington Summer Camp Counselor Application" is required and may be obtained either on the Town web page, [www.town.kensington.nh.us](http://www.town.kensington.nh.us) and looking under the Recreation Department page and Summer Camp Tab for Kensington Summer Camp Forms, or by requesting an application package via [kensingtonreccamp@gmail.com](mailto:kensingtonreccamp@gmail.com). Questions regarding the position or Kensington Summer Camp may also be sent to this email address.

**Closing Date: May 1, 2022**