

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Camp Counselor

Part Time: Annual  or Seasonal

Division: Recreation – Sunrise Lake

Effective Date: 3/13/2019

Prepared by: L. Robertson

Approved by: R. Vitale

**Position Charter:**

Under the direction of the Director of Parks & Visitor Services or his/her designee; Camp Counselors are responsible for ensuring the camper's safety and well-being from drop off until pick up. They are required to participate in activities such as swimming, hiking, games and crafts. Counselors must know where every camper in their group is at all times. It is the camp counselor's job to create a fun, exciting, safe and enjoyable environment for his/her campers.

**Essential Functions:**

- Responsible for the safety of every camper in his/her group.
- Promoting a positive, safe and fun environment for each camper.
- Participate in daily camp programs, activities, & operations.
- Follow proper protocol and rules as explained by the Camp Director.
- Complete all required reports and records on schedule and submit them to the proper person/office.
- Attend training sessions and staff meetings as scheduled.
- Conduct oneself in a professional manner.

**Other Functions:**

- Understand the facility's Emergency Action Plans and be able to properly execute them.
- Carry out all additional duties as assigned by the chain of command.
- Administer emergency first aid as needed.
- Clean and maintain camp facilities and equipment.
- Enforce all Morris County Park Commission Policies, Rules and Regulations.
- Perform other tasks as assigned.

**Qualifications:**

- Minimum Age of 16.
- 1 year of outdoor summer camp experience preferred.
- Current CPR/AED and First Aid Certifications preferred.
- Experience with children.
- Customer service skills, particularly in effectively communicating with children and their guardians.

- Physical strength and dexterity to perform all aspects of the position.
- Ability to work a flexible schedule and must be able to work pre-defined camp season.
- Ability to perform the essential function of the position with or without reasonable accommodation.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.