

**TOWN OF STANDISH, MAINE  
POSITION DESCRIPTION**

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**JOB TITLE:** Camp Counselor

**DEPARTMENT:** Parks & Recreation

**TYPE:** Summer Seasonal Worker (a maximum of 40 hours per week between mid June and early August)

**RATE OF PAY:** \$14.50 - \$17.50/hour based on experience

**GENERAL PURPOSE:**

Assist in the delivery of the Standish Parks and Recreation Department's Summer Camp program for participants in grades entering K-8. Assist in the day-to-day planning and running of the program and supervision of camp participants. This position is a summer seasonal position. Working a maximum of 40 hours per week, between 7:30am-5:30pm, Monday through Friday, mid-June to early-August. This is a seasonal position and is not eligible for employee benefits other than workers compensation and FICA.

**SUPERVISION RECEIVED:**

This position reports directly to the program to the Parks & Recreation Assistant Director and will receive day-to-day supervision from the Camp Director.

**SUPERVISION EXERCISED:**

This position does not supervise employees. The Camp Counselor will supervise participants of the program.

**ESSENTIAL JOB**

- Assist in the day-to-day planning and running of the program and the supervision of its participants.
- Assist in ensuring activities and operations reflect best practices, specifically around child and adolescent safety.
- Assist in ensuring all programming provides inclusive experiences that are developmentally and culturally appropriate for the participants.
- Works in conjunction with other program staff, contractors, and community partners to provide a positive camp experience.
- Ensures compliance of the Town of Standish's policies and guidelines.
- Ensures the school and other program areas used are safe and clean before, during, and after use.
- Attends internal meetings as identified by the Camp Director.
- Additional responsibilities as assigned by the Camp Director
- Ability to attend staff training in early June.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude from the position if the work is similar, related, or a logical assignment to the position.*

**DESIRED MINIMUM QUALIFICATIONS:**

There are no minimum qualifications for this position. However, if an applicant is currently employed or studying to be a teacher, Ed Tech, social work, or other related field that would be a plus.

**NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to working safely with children and adolescents in grades K-9.
- Excellent interpersonal, organizational and communication skills.
- Ability to work independently, along with being a dynamic team member that others can rely upon.
- Ability to be reliable and project a positive and professional image and attitude.
- Knowledge of and ability to follow all safety regulations and protocols.

**SPECIAL REQUIREMENTS:**

- Pass a Fingerprint-based Background Check
- Complete all health and safety training
- Have the skills and knowledge to be able to communicate, interact, and challenge children and adolescents.
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**PHYSICAL DEMANDS:**

- Able to swim or paddle in the ocean, a lake, and a pond daily
- Able to run, move and be on your feet for 8 hours each day, five times a week for the 7-week program.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions and physical demands (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**