

Washington Township
Parks and Recreation Department
311 Production Dr.
Avon, IN 46123
317-745-0785
www.washingtontwpparks.org



Job Title: Lead Counselor
Immediate Supervisor: Camp & Events Director/Park Director
Work Schedule: Seasonal (9 weeks), Monday-Friday (29-40 Hours per week)
Salary: \$12.00 - \$15.00/hour
FSLA Overtime Status: Non-Exempt
Job Description Revision: 5/06/2020

Purpose of Position:

The Lead Counselor will work closely with the Camp Director in implementing and managing the counselors, day to day activities, responsibilities as well as communications with camp parents.

Essential Functions:

- Assist the Camp Director and Park Director in the design, delivery, and evaluation of the camp program that meet the needs and interests of youth and the camps target markets to ensure their delivery in a safe and quality manner.
- Assist the Camp Director in overseeing the daily operation of Avon Kids' Camp including food service, hospitality, program, and business.
- Follows all Washington Township Parks and Recreation policies and procedures
- Monitors and supervises counselors, campers and volunteers
- Assists with the medical needs and camper safety while in the program
- Plans and implements daily activities and schedules
- Supports counselors and campers in the camp or activities setting
- Implement safety regulations to keep a healthy and secure environment for all campers
- Develop and implement programming schedule for elementary school-age camp using programming guides, provided resources and supplies and previous experience to formulate daily activity ideas
- Responsible for filling out incident and accident forms electronically and reporting issues to the Camp Director.
- Form a list of supplies needed for assigned activities and provide to Camp Director within designated timeframes
- Maintain a professional appearance and demeanor at all times
- ♦ Train, supervise, and evaluate seasonal staff.
- ♦ Adhere to all COVID 19 regulations and guidelines that have been provided by the Camp Director and approved by the CDC pertaining to daily routine of staff and campers as well as supervising the staff and campers in following these guidelines at all times.

- ♦ other duties as assigned.

Knowledge, Skills, and Abilities:

Knowledge of youth and youth development; skills needed in planning programs and setting schedule. Knowledge of program activities specific to the camp's population would be desirable.

Physical Requirements:

This position would require the ability to listen to others, observe others actions, read text and information, comprehend instructions and manuals, physical ability to move about the camp property in various environmental conditions.

Minimum Qualifications:

- Candidate must be at least 18 years old.
- Must have completed one year of college or 2 years' experience in working with children.
- Must have experience managing a group of peers.
- The ability to work independently or on your own.
- Must have experience working in customer service or attended a workshop.
- Must have or be able to obtain CPR and First Aid certification.
- Must obtain and submit a criminal history background check and submit to a drug test.
- Must have reliable transportation to and from program site.