



**Monroe Parks and Recreation**  
Wolfe Park · Chalk Hill · Masuk Pool · Lake Zoar

Parks and Recreation Department  
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**Frank Cooper**  
Director

**Russ Tice**  
Park Maintenance Supervisor

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Office Administrator

**Missy Orosz**  
Recreation Supervisor

## **JOB DESCRIPTION**

- Position:** Summer Fun Days Counselor In Training
- Age:** Minimum of 15 years old by June 1, 2018
- Work Week:** Attend all day mandatory orientation prior to camp. Commitment of a minimum of two full weeks (8:45-3:15) with one or more weeks of before (7:30-3:15)/after (8:45-5:30) care shifts.
- Work Location:** Local school sites and town property
- Summer Fun Season:** End of June to mid-August
- Supervision Received:** Responsible to Director of Summer Fun Days Programs, Assistant Directors and Counselors
- Supervision Exercised:** SFD Campers
- Duties:** Remember, you ARE a role model. The kids see you as counselors and adults. You should act accordingly. Abide by ALL duties, rules and responsibilities outlined in the counselor contract, **PLUS:**
1. Assist in managing age level groups including sign in/sign out and daily activities.
  2. Eats lunch with campers within age level group.
  3. Assist specialists and counselors in managing and supporting children during activity time.
  4. Abide by all camp rules and codes of conduct.
  5. Assist in cleanup after lunch, at the end of the day and the last day of camp.
  6. Perform other duties as assigned.
- Ethics/Teamwork:** A dedication to putting the well being of children first. A good role model of high integrity committed to the Summer Fun Days program. You must have the ability to work as a team, be flexible and learn from feedback.
- Experience:** Must have some prior experience working with children and/or a strong desire to work with children.
- Physical Demands:** While performing the duties, the employee is occasionally required to stand, walk, sit, climb or balance, stoop, kneel, crouch, or crawl. Must be able to stay on ones feet for the majority of the day, able to run, be in good physical fitness, strength and stamina in order to interact with children during activities. The employee may be required occasionally to lift up to 25 pounds.

2018