



TOWN OF MONROE

PARKS & RECREATION DEPARTMENT

7 Fan Hill Road
Monroe, CT 06468
Phone: 203-452-2806
www.monroerec.org



Missy Mendygral Orosz, M.S., CPRP
Director of Parks & Recreation
morosz@monroect.org

JOB DESCRIPTION

Job Title:

Summer Fun Days Camp Counselor

Reports To:

Director and Assistant Director of Summer Fun Days Program

Department:

Parks & Recreation

Union Affiliation:

N/A

FLSA Classification:

Non Exempt (Seasonal)

DESCRIPTION

I. Job Summary

Manage and interact with children in summer day camp setting.

II. Essential Duties and Responsibilities

- Follow a weekly group schedule and manage all sign in/sign out for assigned age group.
- Assist and inform parents about matters regarding their child and the program.
- Maintain positive relationships with parents.
- Manage and coach Counselors in Training (CITs) and collaborate with C.I.T. coordinator on evaluations.
- Eats lunch with campers within age level group every day.
- Assist specialists during activity time.
- Participate with campers and other staff in whole group and small group camp activities.
- Abide by all camp rules and codes of conduct.
- Work with other counselors and activity specialists to plan age appropriate activities for non-planned time (games, read aloud, etc.)

- Attend all staff meetings and assist in cleanup at the end of the day, after lunch, and the last day of camp.
- Include CITs in group activities/management.
- Performs other duties as assigned by the Director of Summer Programs.

III. Minimum Qualifications

- A. Education: N/A
- B. Experience: Minimum of 16 years of age, preferably 18 years of age or older. Must have some prior experience working with children or a strong desire to so.
- C. Skills and Abilities: Dedication to putting the well being of children first. A good role model of high integrity committed to the Summer Fun Days Program. Ability to work as a team member, be flexible, and learn from feedback.
- D. Minimal time off during camp season; no conflicts to employment preferred.

IV. Physical Requirements

Ability to interact with children during activities including stand, walk, sit, climb or balance, stoop, kneel, crouch, or crawl. May be required occasionally to lift up to 25 pounds

V. Work Environment

Outdoor summer camp setting.