



# Moon Parks and Recreation

## Job Title: Summer Camp Counselor

### Immediate Supervisor:

Moon Parks and Recreation Director

General supervision also provided by the Assistant Director of Parks & Recreation and the Youth Programming Coordinator

### Primary Function:

Moon Park Summer Camp Counselors are expected to supervise and maintain the safety of the children attending the program. They will also be primarily responsible for leading various summer program activities. This work is performed under the direction of the Parks and Recreation Director, and the general supervision of the Assistant Director and Youth Program Coordinator.

### Hours:

This position calls for a flexible work schedule, 30-40 hrs per week, Monday-Friday 7:00am-6:00pm June 7-Aug 13, 2021.

### Job Location:

The primary work environment is Moon Park and/or Robin Hill Park. Work may be inside or outside depending on the program schedule and the weather conditions.

### Essential Job Functions:

1. Follows and ensures policies and procedures of the program and the Township are adhered to and communicate any issues or concerns to the Director and YPC.
2. Supervise and maintain the safety of the children attending the program.
3. Planning, preparation, and implementation of summer program activities.
4. Works to maintain cleanliness and appearance of recreational areas before, during and after programs.
5. Assumes other responsibilities and performs other duties as directed.

### Required Training, Experience and Skills:

- Age 18+
- PA Child Abuse History Clearance, PA State Police Criminal Record Check, FBI Criminal History Background Check
- CPR/First Aid Certification a plus.
- Secondary education or prior experience working with children a plus.
- Ability to understand and to follow oral and/or written directions.
- Ability to work independently, cooperatively, as well as under the direction of the Director, YPC and Moon Parks staff.
- Good communication and customer service skills.

### Physical Demands:

- While performing duties of this job, the staff is frequently required to sit and talk and hear. The staff is frequently required to walk, bend, use arms/legs or hand to reach and to manipulate objects, controls and/or tools.
- The Physical demands here are representative of those that must be met by and employee to successfully perform the essential job functions of this position. Reasonable accommodations, as prescribed by the Americans with Disabilities Act, may be made to enable individuals with disabilities to perform the essential job functions.