



# Summer Camp Counselor

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DEPARTMENT: Parks and Recreation  
REPORTS TO: Parks and Recreation, Recreation Coordinator  
DATE: 3/16/23 (Updated 12/10/25)  
FLSA DESIGNATION: *Non-Exempt, Seasonal, Non-union*

## **Nature of Work**

This seasonal position is responsible for supervising children ages 5–13, ensuring their safety, and implementing recreational programs under the general guidance of the Recreation Coordinator.

## **Essential Duties and Responsibilities**

- Foster a safe, inclusive, and welcoming camp environment for all participants.
- Communicate effectively with parents and guardians regarding schedules, upcoming events, and daily updates about their child(ren).
- Demonstrate maturity and professionalism, serving as an ambassador for the Town.
- Represent the Parks and Recreation Department and the Town of York in a positive and professional manner at all times.
- Independently and collaboratively with the Camp Director, plan and supervise daily camp activities, including field games, sports, arts and crafts, and other age-appropriate programs.
- Enforce and clearly communicate all department and camp safety rules to ensure the safety of campers and staff.
- Exhibit strong leadership, patience, and enthusiasm while working with children.
- Recognize, address, and manage camper behavior issues appropriately.
- Maintain accurate program records, including incident reports, logbook entries, and daily attendance.
- Perform other duties assigned to support camp operations.

## **Minimum Qualifications Required**

Applicants must be at least 15 years old and have prior experience working with children.

## **Necessary Special Requirements**

CPR, First Aid, and Lifeguard certifications are preferred but not required.

## **Knowledge, Skills, and Abilities**

- Understanding of the goals and objectives of a recreation-based summer day camp and the ability to assist in developing and implementing daily activities.
- Ability to plan, organize, lead, and evaluate activities to create a well-rounded program.
- Familiarity with camp facilities and equipment, including their safe and proper use.
- Ability to establish and maintain positive, effective working relationships with co-workers, campers, parents, supervisors, and the public.
- Friendly, approachable, and welcoming demeanor that encourages participation and engagement from staff and campers.
- Enthusiastic, patient, and open to learning new skills and approaches.

- Ability to work collaboratively as part of a team while also completing tasks independently with minimal supervision.
- Demonstrates integrity, good character, adaptability, and professionalism at all times.

### **Physical and Mental Requirements**

The physical and mental demands outlined are representative of those required to successfully perform the essential functions of this camp position. Reasonable accommodations may be provided to enable individuals with disabilities to perform these essential functions.

#### **Physical Requirements:**

- Sufficient speech and hearing to effectively communicate in person and over the phone.
- Ability to stand, sit, talk, reach with hands and arms, and use hands and fingers to handle objects, tools, or controls.
- Be able to lift and carry up to 25lbs.
- Sufficient vision to perform job duties safely and effectively.

#### **Mental Requirements:**

- Use written and oral communication skills effectively.
- Observe, interpret, and respond appropriately to various situations.
- Read and interpret data, information, and documents.
- Analyze and solve problems, including complex or unexpected challenges.
- Apply mathematical reasoning as needed.
- Perform detailed work under changing conditions, multiple deadlines, and concurrent tasks.
- Manage constant interruptions while maintaining focus and accuracy.
- Interact professionally with staff, supervisors, the public, and external agencies.

*This job description is not intended to be an exhaustive list of all duties associated with this position. Additional responsibilities may be assigned as needed by the Parks and Recreation Director or the Recreation Coordinator.*