

**Town of Sandwich
Recreation Department
Job Description
Seasonal Super Fun Program Jr. Counselor**

Definition:

Assists in Overseeing and care for a group of children. Stays with the children and is responsible for the general welfare of the group of participants. Assists participants in activities throughout the day and participate with them in all program activities.

Supervision:

Will receive general policy and guidance from the program Director, Asst. Director, and Counselors.

Job Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud when in the field.

Essential Functions:

- Becomes directly involved with participants during program hours
- Assists Counselors in teaching participants and managing the group during activity times
- Assists in implementing various elective activities as assigned
- Assists in participant supervision during group activities and rainy day times
- Participates fully in planning teams
- Participates in all staff meetings and training events
- Participates in goal setting and self evaluation
- Assists with drop off and pick up
- Other duties as assigned
- Must be able to get and keep attention of 10 –20 participants
- Must be able to be heard over the voices of 20 participants
- Must be able to get in the Pond with participants
- Must be able to assist others in implementing programs
- Must be able to move freely around large campus over rough terrain

Recommended Minimum Qualifications:

- Experience and skills working with children in groups or as individuals
- Day Camp CIT experience preferred
- Highly motivated to learn and practice new skills
- Strong desire to work with children in an outdoor setting
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control
- CPR, First Aid Training preferred.
- POSITIVE ATTITUDE!!

Necessary Knowledge, Ability and Skills:

Certification as above and Department Policy and Procedure as set forth by the Manual.

Maintain open lines of communication with others

Positive Attitude

Enforces rules in a professional manner

Deal with volatile situations with professionalism

Physical Requirements:

Maintains own good physical condition, good vision and auditory skills, Swim

Ability to move and maintain all equipment.