



East Pennsboro Township 2020 SEASONAL JOB DESCRIPTION

Job Title: Summer Camp Counselor

Department: Recreation

Reports to: Leaders & Coordinators

Shifts: M-F, 8 hrs, 8am-5pm (Day Camp)

M-F, 3 hrs, 9am-12pm (Playground)

Classification: Seasonal

Division: Summer Program

Duration: 9 Weeks (Day Camp)

6 Weeks (Playground)

Hourly Wage: \$11.00

The primary responsibility of the Day Camp and Playground Counselor is to provide a safe and fun environment for the children of East Pennsboro Township during the summer. Counselors are responsible for interacting with the children, organizing and supervising all activities and times of free-play.

Essential Duties and Responsibilities:

- Plan, direct, and supervise assigned activities for a group of children to benefit all participants
- Emphasize concepts of fair play, good sportsmanship and respect for others
- Possess and maintain an appropriate and professional appearance and attitude on the job
- Maintain work area in a neat, clean, and orderly fashion
- Be safety conscious. Realize the inherent danger of all activities and surroundings
- Reward appropriate behavior and deter inappropriate behavior with children
- Develop and maintain a positive working relationship with fellow staff. Communicate effectively
- Demonstrate respect for authority by personally adhering to all policies and procedures

Required Skills and Qualifications:

- Interest in working with children in a professional setting
- Ability to communicate effectively while enforcing Recreation Department policies and procedures
- Ability to understand and successfully complete instructions with minimal supervision
- High moral character - diplomatic and mature judgment qualities
- Ability to complete the Department of Human Services required screenings for individuals working with children in summer programs: Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Record Check, and Federal Bureau of Investigation Criminal Background Check (Must be completed and passed by all candidates offered employment prior to first day on the job with children)

Preferred Skills and Qualifications:

- Experience supervising children one-on-one, or in groups
- Mandated reporter training completed within last three years
- Valid PA State Drivers License with clean driving record per PennDOT regulations
- Ability to complete the American Red Cross Community First Aid and Safety certification and become familiar with basic emergency practices and services in the community

Please submit completed applications
to: East Pennsboro Township
Recreation Department
Recreation@eastpennsboro.net
98 South Enola Drive
Enola, PA 17025

For a paper application or for assistance filling out an application, please visit the Township Building room 102.