

**CITY OF NEWPORT  
PARKS & RECREATION DEPARTMENT**

**Job Title:** Day Camp Counselor

**Reports to:** Day Camp Assistant Director & Recreation Supervisor

**Nature of Work:** Counselors are the primary caregivers for children during summer programs and school year camps. The job entails duties associated with providing a positive recreational experience for each and every participant. Counselors are responsible for light planning and activity prep, guiding campers through daily activities, teaching life skills and ensuring safety at all times. Counselors should foster a sense of belonging, personal growth and support for every child. This position may require some evening, weekend and holiday hours in addition to the regular work week.

**Essential Job Functions:**

- Participate in the development and implementation of camp activities including games, crafts and youth sports.
- Assist in the direction, supervision and organization of campers during activities and throughout the day to meet the program goals.
- Apply basic youth development principles when working with children, including relationship development, peer communication, respect for diversity, participation and healthy play.
- Be a role model for campers and staff with your attitude and set a good example in regard to general camp procedures including tidiness, timeliness and sportsmanship.
- Participate enthusiastically in all camp activities including planning, and leading those as assigned.
- Provide supervision while campers are transported to and from camp during scheduled field trips and off campus activities.
- Be alert to campers' needs and assist with personal and/or health problems. Discuss with the Assistant Director or Recreation Supervisor when appropriate.
- Provide parents with feedback about their child's day and give information as needed for a successful camp experience.
- Maintain high standards for health and safety at all times.
- Be alert to equipment and facility conditions and report any maintenance or repair needs promptly to Assistant Director or Recreation Supervisor.
- Attend all required training and orientation programs before the season begins and throughout the summer.
- Actively participate in staff meetings and contribute to verbal and written evaluations as requested.
- Represent a positive camp image when interacting with park visitors and community members.
- Provide customer service as needed for families participating in outside programs or utilizing park facilities.
- Participate as a member of the Parks & Recreation Department staff to deliver and supervise overnights, city hosted special events, and other non-camp functions.
- Perform any other duties as requested by the Assistant Day Camp Director or Recreation Supervisor.

**Equipment Utilization:**

Camp staff may be asked to use fire protection equipment, washers and dryers and specialty program equipment including non-motorized watercrafts. Some may be asked to drive camp vehicles if properly licensed.

**Minimum Qualifications:**

Must be at least 16 years of age.

Must be, or able to become certified in CPR, First Aid & AED. Lifeguard certification a plus.

Must submit to and successfully pass a Criminal Record Check & Background Check

Must possess a valid Driver's License or have other reliable method of transportation.

**Knowledge, Skills and Abilities:**

- Ability to communicate with peers and speak in front of large groups to provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to interact professionally with all age levels and function in a team environment with other staff.
- Ability to deal effectively and diplomatically with the general public.
- Physical ability to respond to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess the strength and endurance required to maintain constant supervision of campers.
- Physical ability including endurance for prolonged standing, kneeling, swimming, walking long distances, hiking, climbing, and stretching is a must. Ability to lift 50lbs.
- Willingness to work irregular hours in a camp setting with limited or simple equipment and facilities, and with daily exposure to weather extremes including sun, heat, and animals such as bees, spiders, snakes, aquatic species etc.