



**VAN BUREN**  
CHARTER TOWNSHIP  
Job Vacancy

**Position Title:** Camp Counselor

**Department:** Parks and Recreation

**Classification:** Part-Time-Seasonal

**FLSA Status:** Non-exempt

**Union Affiliation:** None

**Opening Date:** March 12, 2020

**Closing Date:** Open Until Filled

**Hourly Wage:** \$10.92

**Position Summary**

Under the Supervision of the Director of Parks and Recreation or his/her designee, this employee will be responsible for the daily operation and organization of camp which will include assisting the lead counselors as needed for all duties assigned.

**Essential Job Functions, Duties and Responsibilities**

An employee in this position may be called upon to perform any and all of the following essential job functions, duties and responsibilities. These examples are intended to describe the general nature and level of the work to be performed by an employee assigned this classification and are not to be construed as an exhaustive list of all job duties performed in this position.

The Van Buren Township Parks and Recreation Department camp counselor position is a Monday – Friday, minimum of 35 hours (not to exceed 40 hours) a week job. Camp is held at Van Buren Park located off the I-94 South Service Dr. This program is an eight week program for children grades K – 3<sup>rd</sup> or 4<sup>th</sup>-7<sup>th</sup>. As a counselor you will be required to start work three weeks before camp official starts.

**Required Knowledge, Skills, Abilities and Minimum Qualifications**

- A Minimum of one full year of working with children.
- Ability to meet physical demands of working with children in an outdoor setting.
- A degree in Education, Parks and Recreation Management or a related field preferred.
- Must be certified in CPR and First Aid or become certified in which Van Buren Township Recreation Department will provide.
- Supervise children at all times during the 10:00a.m. – 4:00p.m. Camp day. If hours exceed the stated times, counselors must make certain supervision is carried out until the child or children have safely departed.
- Counselors must be on time to the park (9:00a.m.). If a counselor is running late or not able to make it to work, they must call as soon as possible so the lead counselor can make proper arrangements.
- Counselors must help in the creation and implementation of arts/crafts and games during the eight weeks of camp.
- Counselors must attend weekly staff meetings. Meetings will be planned in advanced.

- Van Buren Township Summer Camp provides transportation to and from home. Counselors will ride the bus in the morning and evening. A schedule will be prepared in advance.
- Counselors must supervise and engage with campers in a respectful manner. No yelling, foul language or inappropriate actions will be tolerated between counselors/campers, counselors/counselors, counselors/lead counselors, counselors/parents.
- Counselors will inform the lead counselor of any problems or situations of a camper. If a parent is needed, the lead counselor must be notified.
- Counselors are encouraged to be at camp daily. Numerous absentees will result in dismissal of the position. Must be able to work the eight weeks of camp.
- Counselors must engage with children at all times. Cell phones usage during camp is not permitted.
- Must be able to attend CPR/First Aid training, staff training, camp staff orientation and parent orientation. Dates will be made available in advance.
- Must possess a valid Michigan Driver's License. Must be able to provide transportation to and from work.

### **Physical Abilities and Work Environment**

While performing the duties of this job, the employee is frequently required to talk or hear. The employee must have normal sight and vision and be able to identify and distinguish color. The employee is frequently required to read paper documents and view information on a computer screen. The employee frequently is required to stand and walk. The employee is frequently required to use hands to finger, handle or feel. The employee is frequently required to reach with hands and arms above the employee's head at or ninety degrees to the employee's shoulders. The employee is frequently required to climb and descend stairs and ladders; the employee is frequently required to squat, bend, stoop, kneel, crouch or crawl. The employee must occasionally exert up to 20 pounds of force and be able to lift and/or move light to medium weight objects.

Please submit a cover letter, resume and application to:

[nsumpter@vanburen-mi.org](mailto:nsumpter@vanburen-mi.org).

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