



Position Title: Lead 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: \$12.75

Position Summary

Under the Supervision of the Director of Parks and Recreation or his/her designee, this employee is responsible for Camp Little Van Buren Voyagers (grades k-3rd), Camp Van Buren Buccaneers (grades 4th -7th). This employee will be responsible for the daily operation and organization of camp which will include field trips, parent handbooks, and parent and staff orientation.

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 lead 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 – 3rd or 4th-7th. As a lead counselor you will be required to start work three weeks before camp official starts for training and administrative duties.

Required Knowledge, Skills, Abilities and Minimum Qualifications

- A Minimum of two full years of working with children.
- Able to manage children, counselors and the daily operations of camp.
- 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 campers at all times during the 10:00a.m. – 4:00p.m. camp day. If hours exceed the stated times the lead counselor must make certain supervision is carried out until the camper and/or campers have safely departed.
- Must be on time to Van Buren Park (9:00a.m.)
- Lead counselor must help in the creation and implementation of arts/crafts and games during the eight weeks of camp.

- Lead counselor must organize weekly staff meetings, and plan meetings well in advance for counselor consideration.
- Provide a bus schedule for counselors that ride the bus in the morning and evening. Provide schedules in a timely manner.
- 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 etc.
- Inform the Parks and Recreation Director of any problems or situations of camp, i.e., camper situation, counselors, parents etc.
- Parent notification will be made by the lead counselor. Counselors must not notify parents without lead counselors or director's permission.
- Lead counselor is encouraged to be at camp daily. Numerous absences will result in dismissal of the position.
- Must monitor counselors engagement with campers at all times.
- Must be able to attend CPR/First Aid training, staff training, staff orientation, 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.

The Charter Township of Van Buren is an equal opportunity employer