



535 North Tyler Avenue
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JOB DESCRIPTION: Little Wrangler Day Camp - Lead Camp Counselor – Seasonal

The Lead Camp Counselor will assist in developing, implementing and coordinating the Pinedale Aquatic Center’s Little Wrangler Day Camps. The Lead Camp Counselor will facilitate the daily operations of the summer day camp, ensuring the safety of children as they engage in a variety of camp activities.

Supervisory Responsibilities:

- Camp Counselor

Essential Duties/Responsibilities:

- Oversees the daily operations of camp.
- Plans and leads age-appropriate camp activities such as arts, crafts, sports, games, and hobbies.
- Coordinates guest speakers and off-site field trips with other community entities.
- Enforces camp and facility rules and regulations and ensures safety in camp activities.
- Provides day-to-day management of other camp staff.
- Performs first aid and contacts emergency medical personnel when required by the situation.
- Reports and records details of incidents, such as accidents or behavior concerns and camper or parent complaints to leadership and works to resolve issues.
- Maintains daily camp participant records, logs, and program files.
- Assists in the inventorying, ordering, and organizing of camp supplies.
- Provides active supervision of campers, greeting new arrivals and introducing them to other campers.
- Assists in transporting campers during off-site field trips.
- Attends staff meetings and orientation during the summer season.
- Performs other duties as assigned.

Required Skills & Abilities:

- Enthusiastic and positive attitude.
- Strong communication, interpersonal, and leadership skills.
- High level of responsibility and accountability.
- Ability to exercise independent judgment and critical thought.
- Ability to learn and enforce the camp’s safety and operating rules and discipline policy.

Education and Experience:

- 18 years or older (age 21+ preferred for transporting children).
- High School diploma or equivalent.
- Previous experience working with children preferred.
- Must pass reference checks and background screenings, which include a criminal background check and a driver motor vehicle record check. Must pass any required drug screenings.
- Must possess current Adult/Child CPR/First Aid certification or be able to obtain within 14 days of hire.

Physical Requirements:

- Able to participate in games, sports, and physical activities including water-based games and activities.
- Able to maintain attention and high levels of energy or excitement for extended periods of time.
- Must be able to spend large quantities of time outdoors and tolerate a variety of weather conditions.
- Must be able to spend prolonged periods of time standing, walking, and biking.

I, _____ have read the above job description for the Pinedale Aquatic Center Lead Camp Counselor position. To the best of my knowledge I am able to perform all duties of the job as described.

Employee

Supervisor

Date

Date