



## Town of Chester Job Description

### **Job Title**

Summer Program Lead Counselor

### **Department**

Recreation

### **Employment Status**

Full-Time/Seasonal

### **Exempt Status**

Non-Exempt

### **Job Purpose**

Under general administrative direction of the Recreation Director and Summer Program Director, the Lead Counselor will supervise campers. They will facilitate, monitor and participate in all activities including field trips, arts and crafts, sports and games. While doing so, the Lead Counselor is expected to serve as an appropriate role model for the staff and campers in his/her care.

### **Supervision Received**

Receives direct supervision from Recreation Director, Summer Program Director and Assistant Director(s).

### **Supervision Exercised**

Exercises general supervision over assigned staff and campers. Carries out all supervisory functions in accordance with the town's rules, policies and applicable laws.

### **Duties and Responsibilities**

Assists Recreation Director, Summer Program Director and Assistant Director(s) to supervise and provide direction and assignments to Counselors and Counselors-in-Training at assigned site. Participate in day to day operations of summer program activities. Supervise campers at all times. Lead daily activities such as arts and crafts, field games and special events. Attend field trips and staff meetings. Perform other duties that may be assigned by Recreation Director, Summer Program Director and Assistant Director(s).

### **Knowledge, Skills, and Abilities**

Desire and ability to work with children outdoors. Ability to accept supervision and guidance. Ability to assist in planning and implementing activities. Good character, integrity and adaptability. Enthusiasm, sense of humor, patience and self-control. CPR/First Aid Certificate (provided during Counselor Training).

### **Physical requirements**

Be able to lift and/or move up to 50 pounds. Be able to walk, bend, stand, squat or sit on the floor. Be able to reach with hands and arms. Be able to talk, see or hear. Be able to walk, climb or hike daily. Be able to physically respond quickly in an emergency.

### Work Environment

Be actively engaged and involved with children each day including daily outdoor time in all ranges of temperatures or humidity levels, subject to safety guidelines. Understand the risk of exposure to blood and bodily fluids and use universal precautions in such instances. Be able to travel to various locations for field trips and outings.

Approved by:	
Date approved:	