



Department: St. Mary's County Recreation and Parks
Division: Recreation
Position: Summer Camp Counselor I, II, III
Rate: Starting at \$16.00/hour
Job Location: Hollywood, Carver & Margaret Brent Recreation Centers
Hours: Part-time, Monday – Friday, must be available to work 6:45am-5:45pm, June – August (30-40 hours/week)
Must be available to work from June 10 – August 9, 2023

Supervision:

Supervisor: Camp Director/Program Coordinator

General statement of duties:

Assist with the operation of summer camp programs by enthusiastically implementing camp plans, interacting with school age children, participating in group games, crafts, outdoor games and other activities. Counselors chaperone and supervise children during field trips and on-site events.

Essential Responsibilities:

Camp Counselors will:

- Always maintain a professional self-image and project the values of the department
- Actively engage and supervise campers by participating in activities
- Set up and/or clean up camp site in accordance with licensing guidelines; including preparing materials for the day; notifying site director in the case of missing materials; clean up after campers' activities including lunch and snacks
- Review daily lesson plans and schedule; be prepared to implement and improvise as needed
- Chaperone field trips keeping careful count of campers and supervising campers at all times to maintain behavior protocols and assist campers as needed
- Follow and enforce all state licensing regulations and department policies including Health and Safety Plan, Transportation Plan, Field Trip Plan, Pool/Water Safety Plan
- Review accommodation plans for campers to assist in fully implementing planned modifications; suggest additional modifications through hands on experience with campers
- Communicate daily with campers' parents regarding accidents and incidents
- Communicate with site director regarding campers' progress, areas of concern and needs
- Communicate with camp staff to ensure smooth transitions between scheduled activities and shifts
- Complete all paperwork, including behavior/incident reports, accident reports, and logs in compliance with regulations and Recreation and Parks policies
- Act as a positive role model for the campers and an advocate of inclusion in the community
- Maintain all program materials and locations in a clean and orderly manner
- Adhere to department's confidentiality policies
- Attend mandatory meetings and trainings

- Complete other duties as assigned by site directors, recreation specialists or coordinator

Job Specifications:

Minimum Qualifications:

Education/Experience:

I – Counselor I: experience working with school aged children either in a paid or volunteer position preferred

II – Counselor II: 3 years’ experience working with school aged children in a licensed childcare or summer camp program or 60 college credits in a related field

III – Counselor III: 3 years’ experience working with school aged children in a licensed childcare or summer camp program AND a bachelor’s/master’s degree in a related field

For all levels: High School diploma or equivalent. Must have transportation to various sites throughout the county. **Must be at least 18 years old.**

Licenses and/or certifications: Must maintain current approved CPR/First Aid certifications.

Required Knowledge and Skills/Abilities:

- Judgement/Decision Making – Uses logic and reasoning to understand, analyze, and evaluate situations and exercises good judgment to make appropriate decisions. Understands licensing regulations, effectively communicates them to others and enforces them.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, organizations and the public. Effectively responds to and resolves complex inquiries.
- Communication – Considerable ability to effectively communicate complex ideas and proposals. Ability to listen and understand information and ideas presented verbally or in writing. Ability to professionally and effectively communicate with camp staff and families in writing and verbally. Ability to communicate effectively with large groups of children.
- Ability to be flexible in schedule and personal objectives. Highly motivated advocate for persons with disabilities.
- Transportation to work at various sites throughout the summer as needed. Typically assigned to a site each week. Site assignment could vary depending on needs of the program and participants.

Additional Requirements:

An acceptable general background investigation to include a federal, state and local state criminal history, and a sex offender registry check. Individuals in this position cannot be listed as having a founded child abuse or neglect complaint and must pass a Child Protective Services check. Must always maintain approved CPR and First Aid certification. Must complete additional training as required by state licensing agencies.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to stand; walk; run; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Employee must be able to communicate with people. Specific hearing abilities required by this position include hearing normal conversations, alarms and other emergency signals. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. The employee will be required to work outside.

Site Locations: Hollywood Recreation Center, Carver Recreation Center, Margaret Brent Recreation Center

To Apply: Complete the Recreation and Parks application form found at www.stmaryscountymd.gov/docs/jobapplication.pdf

Contact: Kelsey Jijon, Youth and Camp Programs Coordinator, 301-373-4689, kelsey.jijon@stmaryscountymd.gov