

<b>Job title</b>	<i>Park-n-Tots Counselor</i>
<b>Reports to</b>	<i>Whitpain Township Parks and Recreation Director, Assistant Director, Program Coordinator, Camp Director</i>

### **Job purpose**

The Park-n-Tots Camp Counselor assists with the operations and supervision of the Park-n-Tots program. Park-n-Tots is a preschool summer camp for children ages 3-5. This is a six-week program, held weekdays, 9am-12pm and 1pm-4pm. The camp takes place outside at Wentz Run Park. Theme days, games, nature-based learning, and arts and crafts are all components of the program. Due to childcare regulations, the number of campers is limited to six (6) for each session.

### **Duties and responsibilities**

- Responsible for the supervision of campers
- Assists director with running activities and crafts
- Exercises good judgement and makes camper safety the number one priority
- Greets parents and campers each morning in a friendly and professional manner
- Participates, energizes, interacts, and supervises campers in all activities to ensure camper participation, safety, and fun
- Communicates effectively with parents, director, and program coordinator
- Responds professionally to parents and directs questions, concerns, and complaints to director or program coordinator
- Enforces camp rules and policies and leads by example
- Performs other duties as deemed appropriate by the Parks & Recreation Director

### **Qualifications**

- Minimum age 16
- Previous experience working with pre-school aged children preferred
- CPR and First Aid Certifications (employer will provide training)
- Must obtain FBI criminal history, PA state police criminal history, and PA child abuse history clearances

### **Working conditions**

Camp Counselor must be available to work during regularly scheduled camp days for the duration of the six-week program. Camp is held outside in sometimes hot and humid weather. In addition to the time spent at camp, the counselor must also be available to attend staff orientation prior to the start of camp, and work one weekday evening for the camp carnival.

### **Physical requirements**

Must be able to lift 35 pounds, work outside in hot conditions, and stand for an extended period.

### **Compensation**

Starting pay is \$8/hour.

### **Direct reports**

Camp counselor reports directly to camp director, Parks & Recreation program coordinator, assistant director, and director.

*Email resume or application to [cfox@whitpaintownship.org](mailto:cfox@whitpaintownship.org)*