

Job Title: Summer Camp Counselor
Department: Recreation
Reports to: Summer Camp Director and Recreation Coordinator
FLSA Status: Non-Exempt
Wage: Grade 1 (\$14.05-\$17.28 per hour)



Position Summary

Under the Recreation Coordinator and Summer Camp Directors, the Summer Camp Counselor is responsible for supervising campers, leading activities, and ensuring a safe, fun, and engaging environment during a 5-week morning summer camp program. Counselors work directly with campers to promote teamwork, positive behavior, and participation while supporting daily camp operations.

Camp Details

- **Duration:** 6 weeks (including 1 week of training) This is MANDATORY
- **Schedule:** Mondays-Thursday 7:15 am-1:30 pm
- **Age Group:** 5 years-12 years of age
- **Location:** Marina Park

Essential Duties and Responsibilities (Other duties may be assigned)

Camper Supervision & Engagement

- Supervises campers at all times to ensure safety and well-being
- Actively leads and participates in games, crafts, sports, and group activities
- Encourages positive behavior, inclusion, and teamwork among campers
- Assists campers with transitions between activities

Program Support

- Assists the Camp Director with daily program implementation
- Helps set up and clean-up activities, equipment, and supplies
- Follows daily schedules and program guidelines
- Supports special events and themed activities

Safety & Behavior Management

- Enforces camp rules, safety procedures, and behavior expectations
- Responds appropriately to injuries, incidents, or emergencies
- Reports concerns, incidents, or behavioral issues to the Camp Director
- Fill out incident, accident and behavioral reports as necessary
- Maintains a clean and organized camp environment
- Never leave campers unattended

Communication & Professionalism

- Communicates professionally with campers, parents, and staff
- Models' appropriate behavior and positive leadership
- Works collaboratively with other counselors and supervisors
- Maintains confidentiality of camper and family information

Qualifications

- Minimum age: 14 years of age
- Experience working with children preferred
- Ability to follow instructions and work as part of a team
- Strong communication and interpersonal skills
- Responsible, energetic, and dependable
- CPR/First Aid certification preferred (or willingness to obtain) BPRD will provide free of charge
- Bilingual preferred but not required

Physical Requirements

- Ability to stand, walk, and be active for extended periods
- Ability to participate in indoor and outdoor activities
- Ability to lift and carry up to 25 pounds

Other Requirements

- Expected to wear BPRD staff shirt (will be given during the week of training) at all times
- Follows all department dress code requirements. Shorts must be of appropriate length and coverage; excessively short or revealing clothing is not permitted while on duty
- Refrain from personal cell phone use while on duty to ensure proper supervision and engagement with campers. Cell phones may only be used for work-related purposes or emergencies
- Use respectful, age-appropriate language and serves as a positive role model for campers. Foul, profane, or inappropriate language is prohibited during work hours