

# OTPR Summer Camp Job Description: Counselors

## Reports to: Camp Director

### Duties & Expectations

- Assist the Director in record keeping and other administrative duties
- Assist the Director with program planning of daily activities
- Execute daily camp activities with campers
- Ensure the safety and well being of all participants in the camp
- Plan and lead age appropriate lessons in accordance with camp goals and objectives
- Uphold camp philosophy, policies and procedures
- Attend and actively participate in pre-camp staff training and staff meetings
- Care for and maintain camp equipment, supplies and property
- Responsible for daily camp set up and clean up
- Maintain positive and appropriate relationships with campers, parents and staff
- Respond to emergencies in a calm and controlled manner
- Follow proper procedures for documenting and reporting all accidents and incidents
- Be a role model for our campers
- Actively participate in all activities

### Qualifications

- Experience working with children
- Possess leadership skills
- Experience leading small and large group activities and must have a good understanding of group dynamics and an ability to work well with groups both adults and children
- Ability to communicate and listen effectively with the campers and other camp staff
- Genuinely concerned with the welfare and development of young people

### Education & Training

- College students and High School graduates
- Must obtain First Aid & CPR certification prior to the start of camp

### Requirements

- 18 years and older
- Must be available to work the full camp season and attend training dates (TBD)
- Three (3) letters/statements of reference from unrelated individuals
- Interest in pursuing a degree in Education, Parks and Recreation or similarly related fields working with children
- Be interviewed and possess the skill or talent necessary to care, be attentive, supportive and responsible to campers
- Successfully pass a background check

Should you have any questions, please feel free to contact our office at 248-628-1720 or email [laurensmith@oxparkrec.org](mailto:laurensmith@oxparkrec.org).