

# Old Orchard Beach Recreation

Pay rate is decided by education, certifications and licenses, as well as work related experiences.

Title: Summer Camp Counselor  
Pay Range: \$14.10 & up based on experience  
Posting ends: once positions are filled  
Send completed applications & resumes to:  
Town of Old Orchard Beach  
Attn: Human Resources  
1 Portland Ave  
Old Orchard Beach ME 04064  
Fax: 207.937.5732  
Email: [fbeaulieu@oobmaine.com](mailto:fbeaulieu@oobmaine.com)

## **Nature and Variety of Work:**

The person in this position is responsible for providing a safe, enjoyable summer camp experience for all campers in the Summer Camp program. This work involves taking direction, the ability to take charge, and good judgment skills. A summer camp counselor will be required to be with the campers at all times, including swimming activities.

## **Responsibility and Supervisory Relationships:**

The camp counselor is directly responsible to the Summer Camp Coordinator of the specific camp that they are assigned to, but should also look to other Camp Coordinators should there be need for guidance. Camp counselors ultimately report to the Summer Camp Supervisor and the Recreation Director

## **Desirable Experience and Training:**

Camp Counselors should be at least 17 years of age, or show examples of significant leadership or youth program experience. They should have an understanding of age appropriate activities and behavior management techniques for children in grades K-8. The ideal candidate should be able to initiate activities and be a self-starter, as well as effective communication skills to work with both children and adults. Camp Counselors should also possess the following traits: dependable, considerate, flexible, sense of humor, and great work ethic.

## **Summer Camp Counselor Duties:**

- Participate in games and activities with campers.
- Greet parents and campers with a smile.
- Attend all staff meetings and training sessions, as well as complete all required online trainings
- Be accountable for all children in the OOB Recreation Department programs
- Be familiar with, and in compliance with, all information in the Staff Handbook
- Ensure all environments, in which he/she supervises children, are safe, clean, and age appropriate.
- Plan/Implement special events assigned by the Camp Director
- Report any accidents, injuries, or incidences to the Camp Director immediately and fill out an accident/incident report
- Follow the Emergency Action Plan as needed
- Adhere to duties and responsibilities assigned to you by the Camp Director

- Be accountable for all equipment and use it in a responsible manner
- Bring any suspicions of abuse or neglect of a child who attends camp to the attention of the camp director.
- Complete tasks that are essential for the recreational enjoyment of the children and general public in the Old Orchard Beach community as assigned by the Summer Camp Coordinator, Summer Camp Director, Assistant Director of Recreation, and Director of Recreation.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. This position requires full range of body motion, to include standing, bending, sitting, kneeling, lifting, reaching and moving about quickly and safely in and around all Town facilities and equipment.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**Selection Guidelines:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Town of Old Orchard Beach is an Equal Opportunity Employer