

Revised 9/28/21

Town of North Branford
Parks, Recreation, and Senior Department
PARAPROFESSIONAL JOB DESCRIPTION

General Purpose: Responsible for well-being and supervision of assigned camper(s). Provides appropriate support and guidance to ensure a positive experience for assigned camper(s). Always maintains safety standards and practices. Follows and enforces town and department policies. Ensures quality customer service to all program participants. May serve as a camp counselor on an as needed basis or depending on assigned camper's attendance.

Essential Duties & Responsibilities:

- Supervise and ensure well-being of assigned camper(s).
- Attend all in-service training/staff meetings offered by the department.
- Ensure quality customer service through positive interactions with campers, staff, guardians, and the public
- Maintains open and effective communication with guardians and supervisors on a regular basis.
- Always maintains highest level of safety and risk management.
- Responds appropriately to all emergencies and reports all incidents to the Camp Director and Assistant Camp Director.
- Assist in toileting of children as needed in accordance with health and safety standards and procedures.
- Other duties as assigned

Qualifications:

- American Red Cross CPR & First Aid, and CDC Heads-Up Certification
- Experience working with children
- Background with special needs preferred

Immediate Supervisor: Camp Director and/or Assistant Director

Physical Demands: Physical demands described here are representative of those that must be met by the 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. While performing the duties of this position, the incumbent is required to lift, walk, drive, sit, talk write in English. The employee must be capable of lifting and carrying up to 50 pounds.

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. While performing the duties of this job, the employee regularly works in outside weather conditions, which are often adverse, both in the cold and heat. The employee will be

required to work in storm conditions, rain, snow, sleet, and other conditions that may be present in New England.

Selection Guidelines: Formal application, oral interviews, and reference checks.

The duties listed above are intended as illustrations of 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 logical assignments to the position.

The job description does not constitute an employment agreement between the employer and employee.

Approval: _____ **Revision History:**
Town Manager

Date of Town Council Approval: **Effective Date:**