

Revised 9/28/21

**Town of North Branford  
Parks, Recreation, and Senior Department**

**CAMP/ AFTER SCHOOL COUNSELOR JOB DESCRIPTION**

**General Purpose:** Responsible for planning, implementing, and supervising all activities within assigned group. Always maintains safety standards and practices. Follows and enforces town and department policies. Ensures quality customer service to all program participants.

**Essential Duties & Responsibilities:**

- Supervise and ensure well-being of all campers within assigned group.
- Plan, implement, and lead a variety of recreation activities including sports, arts and crafts, enrichment, and more.
- Ensure quality customer service through positive interactions with campers, staff, guardians, and the public.
- Always maintains highest level of safety and risk management.
- Responds appropriately to all emergencies and reports all incidents to the Camp/ After School Director and Assistant Director.
- Other duties as assigned.

**Qualifications:**

- American Red Cross CPR & First Aid, and CDC Heads-Up Certification
- Experience working with children.

**Immediate Supervisor:** Camp/ After School 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:**