

## HARP Summer Playground Counselor

It is the mission of Hopewell Area Recreation and Parks (HARP) to improve the quality of life of the citizens of Hopewell Township, East Hopewell Township, Stewartstown Borough, and Crossroads Borough by providing comprehensive recreation and park services that include well-maintained facilities and a wide variety of programs designed to meet the needs of children and adults in our community. We are a non-profit organization that is overseen by a volunteer board with all day-to-day operations managed by our Recreation Director, Rick Kerns. It is truly our employees and volunteers who make the positive impressions and lasting memories for the community. We train all employees to fully understand the importance of their roles and how they impact our communities' experiences. We strive to provide exceptional customer service and encourage employees to feel empowered to deliver this exemplary service.

### Camp Counselor Job Responsibilities:

- Plans, leads, and implements camp programs for children ages 6-12 years of age.
- Provides high-quality educational and recreational opportunities and enjoyable experiences for camp participants.
- Supervises campers and ensures their safety, development, growth, skill achievement, and general well-being.
- Maintains a schedule for camp participants.
- Facilitates and creates lesson plans for daily activities.
- Organizes and leads various small and large group activities
- Ensures the cleanliness of the site.
- Assists in maintaining accurate program records, including incident reports, logbook documentation, and daily attendance.
- Knows and understands all emergency procedures associated with the camp program.
- Records and tracks camper's dietary restrictions/allergies and ensures that the meals/snacks are distributed to them.
- Mediates any campers' disputes.
- Knows, enforces, and follows all safety guidelines associated with the camp program, including knowing the whereabouts of your charges at all times.
- Maintains constant surveillance of the pool/body of water areas.

The first day of the program is June 5<sup>th</sup> and the last day is August 11<sup>th</sup>. The program is closed on July 4<sup>th</sup>. The expectation is that staff are available to work for at least 9 weeks of the summer program with one week of vacation. The hours of operation for our summer playground program are Monday-Friday 9am-12pm and Thursday is our pool which extends the day until 4pm. Counselors are expected to be on site 30 minutes prior to the start of the program each day to set up and prepare activities for the day. Staff are able to leave once all campers are picked up, all supplies are put back in storage and the pavilion area is all cleaned. Hourly pay rate for this position can range from \$10-\$12 based on education and prior experience.

**Camp Counselor Skills / Qualifications:**

- Enjoys being in the company of children
- Leadership
- Alertness
- Communication skills
- Patience
- Problem-solving skills
- Stamina
- Caring personality
- Organization skills
- Mediation skills
- Must be able to carry heavy loads and travel hilly and uneven terrain
- Ability to perform a variety of tasks outside in various climates

**Education and Experience Requirements:**

- Must be at least 17 years of age to apply.
- Education and experience in camp, youth programs, recreation, working with children, or in a related field is preferred.
- First AID and CPR certification preferred. Must obtain these certifications prior to the start of the program if applicant does not already have them.
- Current Child Abuse Clearance, State Police Background Check and FBI Fingerprint Clearance.

**If you are interested in this position, please complete a HARP Job Application and return it to the Rec Director through email at [info@harp-online.org](mailto:info@harp-online.org) or by mailing it to PO Box 959 Stewartstown, PA 17363. You can also place it in our drop box located next to the front door of the Community Building at 16 College Avenue Stewartstown, PA 17363.**

**ACCEPTANCE OF JOB DESCRIPTION**

I acknowledge that I have received a copy of the Summer Playground Counselor Job Description and understand that it is my responsibility to read it, understand it, and comply with it. I agree to follow this description upon hire for this position with HARP.

Name: \_\_\_\_\_

Director: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_