



Summer Program Staff – Counselor Positions

Position Overview

Summer Counselors are responsible for supporting daily program activities, supervising participants, and helping create a safe, fun, and inclusive outdoor environment for children.

Qualifications (Knowledge, Skills & Abilities)

- Current CPR certification (or willingness to obtain)
 - Interest in and ability to work with children in an outdoor setting
 - Ability to relate well to peers and work as part of a team
 - Willingness to accept guidance and supervision
 - Ability to assist in leading games and activities
 - Strong character, integrity, and adaptability
 - Positive attitude, patience, enthusiasm, and sense of humor
 - High school or college students (or equivalent experience)
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Reports To

- Parks & Recreation Director
 - Recreation Office Program Administrator
 - Summer Program Directors
 - Activity Coordinators
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General Responsibilities

- Help create a positive, safe, and engaging environment for all participants
 - Support daily activities, games, and group programs
 - Work collaboratively with staff and supervisors
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Specific Responsibilities

- Get to know participants and support their individual needs and interests
 - Recognize and respond appropriately to group dynamics and conflicts
 - Follow and enforce all program safety guidelines and procedures
 - Assist in leading and participating in activities
 - Supervise participants at all times to ensure safety
 - Assist with setup and cleanup of all program activities
 - Maintain a positive and professional attitude with participants, families, and staff
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Schedule & Training Requirements

- Must be available for all weeks of the program – 7/6/26 – 8/13/26
 - Flexible scheduling required:
 - Monday–Thursday: 8:00 AM – 4:30 PM or 8:00 AM – 12:30 PM
 - Friday: 8:00 AM – 12:30 PM
 - Attendance at all training and orientation sessions is required
 - **Mandatory Orientation:** June 29
 - **CPR Training (if needed):** June 30
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Certification Requirement

- CPR certification required prior to program start

- Certification may be provided by the Recreation Department; if unable to attend, staff must obtain certification independently
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Counselor Position Levels

Lead Counselor

- Prior experience in a camp or youth recreation setting required
- Responsible for supervising a group of participants and assigned staff
- Coordinate daily activities with Program Coordinators
- Manage daily check-in/check-out procedures
- Document and report incidents (injury/behavioral)
- Serve as a key point of communication between staff, families, and program leadership

Senior Counselor

- Previous experience working with children preferred
- Assist the Lead Counselor with daily activities and group supervision
- Provide leadership and support to other counselors

Counselor

- Entry-level position
- Work under the direction of Lead and Senior Counselors
- Assist with activities, supervision, and general program support