



Town of Washington Recreation

PO Box 667

Millbrook, NY 12545

Town of Washington Summer Camp

Group Leader & Counselor Job Description:

Must be 16 (by first day of camp) or older

Are responsible for the attendance, schedule, entertainment, and well being of campers within their assigned group. Position requires working in any weather & must endure physical activities with campers and other staff members.

Attendance: Must keep track of the campers in your group at all times by Group Leader. You are given a daily attendance sheet, which you must note their presence in the beginning of camp and at each special activity. Attendance sheets are in alphabetical order, therefore having campers line up in this order before and after activities allows you quick attendance. If at any time you are missing a camper you must notify Camp Central immediately.

Highlighted Names: It is your responsibility to know why a camper is highlighted. Inform your counselor of the highlighted campers and let them know if there are actions to take and make sure they understand what specific directions which they need to take. If you have any questions please see Camp Director. Always remember information on any camper is confidential and discretion should be used at all times. Discussion of campers in gossip style is prohibited and may be cause for dismissal of your employment. Highlighted names are not knowledge to other staff members therefore either you or your counselor must be with your group at all times. Remember you know your camper's best.

Issues of Violence or Misbehavior: Before bringing the camper to Camp Director, for disciplinary actions please make sure you are aware of the whole story. Have a conversation with all involved in the incident. If the incident involves more than one camper all campers involved should be brought to the Camp Director for reporting.

Free Time: This is time for your campers to use the bathrooms, change for swimming, have snacks and water. The entertainment of your campers during this time is the responsibility of the group leader and counselor. Please be creative!!!! Look up fresh ideas and have a plan: example: Monday: drip drip drop. Tuesday bear hunt. Wednesday: obstacle course.....

Employment Hours: Please arrive by **8:45 AM** you may leave when all your campers Have been picked up by **12:15PM**. Any campers left after employment hours must be taken to after camp care. In addition you are to work harmoniously with all counselors /CITS and act as a role model.

Dismissal: Campers can: , Car pick up(C) or after camp hour (AC). The way the camper is dismissed needs to be recorded on attendance. C2Cs will come to you with a card to take your camper to their car. Please make sure to make contact with C2Cs and the camper to let them both know you see them leaving your care. If a parent approaches you to take their child without a card please ask them to see the Camp Director. Bussed campers will be dismissed before all others.

Please note: This position may include duties not listed, to adhere to local, state and government standards as well as the ever changing nature of the position.

*****A GROUP LEADER OR COUNSELORS MUST ALWAYS BE PRESENT WITH YOUR GROUP. LEAVING THE GROUP UNDER THE CARE OF CITS IS PROHIBITED. CITS ARE NOT PRIVY TO THE HIGHLIGHTED INFORMATION. THEREFORE IN THE EVENT OF AN EMERGENCY THEY WOULD NOT KNOW HOW TO REACT.

Interested candidates please fill out application email to recdirector@washingtonny.org or Mail to: Recreation Director PO Box 667 Millbrook, NY12545 MUST BE REC'D BY APRIL 2, 2023