



**BOROUGH OF LINCOLN PARK**  
**34 CHAPEL HILL ROAD**  
**LINCOLN PARK, NJ 07035**  
**973-694-6100 ext #2044 (phone) 973-628-9512 (fax)**

2016

**TITLE: SUMMER CAMP SENIOR & JUNIOR COUNSELORS**

Reports To: Director of Recreation and Camp Directors

**KEY REQUIREMENTS OF SUMMER STAFF:**

MUST be a morning person with a positive personality and act as a role model to children of all ages. Camp counselors are constantly moving and keeping children safe and continuously active, even during down times, such as waiting for the buses to arrive for a field trip is also a MUST. Ability to cope with large groups and noise levels, monitoring both visually and audibly to ensure safety, facility rules and health standards.

Lincoln Park Recreation offers three (3) camps for three (3) different age groups:

- K-6 CAMP / grades kindergarten - 6:
  - Monday, June 27, 2016 - Friday, August 19, 2016 / eight (8) weeks
  - **Candidates must be available to work for at least seven (7) of the eight (8) weeks.**
  - Summer Camp operates five (5) days per week and all candidates must be available for all five (5) days.
  - Daily hours are from 8:30am – 12:30pm, with additional hours for set-up, clean-up and day trips, (some trips have extended camp hours until approximately 3pm).
  - Counselors from the K-6 Camp are utilized for Summer Tour.
  
- LITTLE KIDS CAMP / ages 3 & 4yrs:
  - Monday, July 11, 2016 – Friday, August 19, 2016 / six (6) weeks
  - **Candidates must be available to work all of the six (6) weeks.**
  - Summer Camp operates five (5) days per week and all candidates must be available for all five (5) days.
  - Daily hours are from 9am – 12pm, with additional hours for set-up and clean-up.

**\*The camps above are listed as an informational tool only. Applicant will be assigned to the appropriate camp based on experience and staff needs to ensure the safety and welfare of all campers.**

**Job Summary:**

The Lincoln Park Recreation Summer Day Camp is offered to the children of Lincoln Park, grades Pre-K through 10<sup>th</sup> grade. Additional hours may be scheduled in the weeks before camp for training and/or camp set-up and preparation. The position is a seasonal position with no vacation, sick time or health benefits. The scheduled hours will meet the needs of the Summer Camp schedules.

### **Duties & Responsibilities:**

- Attends pre-camp training and orientation.
- Assists in camp registrations, accepting fees and accounting for same.
- Communicate with parents and guardians of campers.
- Always act as a positive role model for the campers and other staff.
- Able to follow work procedures and work schedules.
- Ensures that all equipment is set-up before the start of camp.
- Advises Camp Director of broken and unsafe equipment and facilities to be repaired.
- Attends staff training sessions prior to the season and all staff meetings throughout the season.
- Effectively follows and executes directions in a prompt, professional, mature, respectful manner.
- Identifies materials and equipment needed to perform tasks, requisitions, receives, stores and issues materials and supplies.
- Performs other duties as assigned by Camp Directors, Recreation Director or his/her designee.

### **Other Requirements:**

This position requires multi-tasking of many responsibilities simultaneously. Strong organizational skills and sound judgment are an absolute must. Additional qualifications:

- Must be available to work at least 7 full weeks.
- Junior Counselors must be 16yrs old by June 1, 2016
- Senior Counselors must be 18yrs old by June 1, 2016
- CPR and First Aid Training are a plus
- Neat appearance and pleasant personality.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.
- Background check may be required with acceptance of employment offer

### **Physical Demands:**

The employee must be able to occasionally lift and/or move up to 50lbs. Specific visual abilities are required by this job include close vision, color vision, and the ability to adjust focus. The employee may also be required to spend time in or near the water when the Summer Camp visits the Lake.

While performing the duties of this job, the employee works in outside weather conditions. The employee is exposed to normal summer conditions that may be hot, wet and/or humid.

The duties listed above are intended only as illustrations of the various types of work that may be performed. Employees are expected to maintain current knowledge of policies, procedures and guidelines necessary to answer work-related questions and to provide assistance to staff and general public in a timely and courteous manner. Employees are also expected to perform other duties as may be assigned and to contribute to the team efforts of the department. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The Borough has the exclusive right to alter this job description at any time without notice.

It is the policy of the Borough of Lincoln Park to ensure equitable and fair treatment of applicants and employees in selection and promotion without regard to race, color, gender, creed, national origin, ethnicity, ancestry, religious beliefs, age, marital status, sexual orientation, political affiliation, military status, or physical or mental disability that with reasonable accommodation does not significantly interfere with the ability to perform the essential functions of the job.