

TOWN OF MERRIMACK
PARKS & RECREATION
SCHOOL YEAR PROGRAM COUNSELOR

JOB SUMMARY:

Program Counselors work under the supervision of the Recreation Program Coordinator and are responsible for assisting with the supervision off participants in various after school programs. During

SUPERVISION RECEIVED:

Works under the direction of the Recreation Program Coordinator

EXAMPLE OF DUTIES:

- Assist in planning, organizing, and conducting a variety of recreational activities
- Assist with communicating and working with campers ages 5-14, at various skill levels, to provide necessary instruction and to communicate with other staff members
- Development of activities on a daily basis – works directly with individual children and in groups
- Possess strength and endurance required to maintain constant supervision of program participants.
- Follows procedures to safeguard the health and safety of the children
- Communicates regularly with fellow Counselors and the Program Supervisor regarding any concerns or issues that may arise.
- Create an environment in which participants have fun and feel safe.
- Carry out established roles in enforcing safety regulations including instructing participants in emergency procedures such as fire drills and severe weather,
- Assist in teaching or leading an activity, as assigned
- Prepare for and actively participate in staffing training and meetings
- Encourage respect for personal property, camp equipment and facilities

KNOWLEDGE, SKILLS & ABILITIES

- Experience working with children; preferably in a group setting.
- Ability to communicate and work with campers ages 5-14, at various skill levels, to provide
- Ability to communicate with fellow staff members
- Ability to observe camper behavior assess its appropriateness, enforce appropriate safety
- Apply appropriate behavior-management techniques
- Visual and auditory ability to identify and respond to environmental and other hazards related to camper activities

MINIMUM QUALIFICATIONS REQUIRED:

- Desire and ability to work with children outdoors
- Ability to relate to one's peer group
- Ability to accept supervision and guidance

- Ability to assist in teaching activity
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control
- Experience in camp setting preferred
- Experience with, or understanding the needs of individuals with special needs
- At least 16 years of age

WORKING CONDITIONS:

Position works indoors and outdoors on a daily basis

COGNITIVE & SENSORY REQUIREMENTS:

Talking: Necessary for effect communicating with others.

Hearing: Necessary for effective communications with others.

Sight: Necessary for performing the job effectively and correctly.

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive Hours

Sit 12345678

Stand 12345678

Walk 12345678

ENVIRONMENT:

Inside: 50% Outside: 50%

EQUIPMENT USED:

Sports equipment, arts & craft supplies, office supplies.

HAND MANIPULATION:

Grasping: frequently

Handling: frequently

Torquing: occasionally

Fingering: occasionally

LICENSURE/CERTIFICATION REQUIREMENTS:

None

OTHER TRAINING, SKILLS, & EXPERIENCE REQUIREMENTS:

Specific Vocational Preparation Requirements:

(X) 1. Short demonstration only.

() 2. Any beyond short demonstration up to and including 30 days.

- 3. 30-90 days.
- 4. 91-180 days
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years
- 9. Over 10 years.

PHYSICAL ACTIVITY REQUIREMENTS:

PRIMARY PHYSICAL REQUIREMENTS:

LIFT up to 10 lbs.: frequently required
LIFT 11 to 25 lbs.: occasionally required
LIFT 26 to 50 lbs.: occasionally required
LIFT over 50 lbs.: seldom required

CARRY up to 10 lbs.: frequently required
CARRY 11 to 25 lbs.: occasionally required
CARRY 26 to 50 lbs.: occasionally required
CARRY over 50 lbs.: seldom required

REACH above shoulder height: seldom required
REACH at shoulder height: frequently required
REACH below shoulder height: frequently required

PUSH/PULL: seldom required

OTHER PHYSICAL CONSIDERATIONS:

Twisting: required
Bending: required
Crawling: not required
Squatting required
Kneeling: required
Crouching: required
Climbing: not required
Balancing: seldom required

WORK SURFACE(S):

Indoors & outdoors