

Village of Poynette  
Parks and Recreation Department

**Title:** Summer Day Camp Counselor  
**Immediate supervisor:** Parks and Recreation Director  
**Classification:** Seasonal, No benefits  
**Pay Rate:** \$10-\$12 per hour depending on experience

**Job Summary:**

The Camp Counselor will perform a variety of tasks in a summer camp setting including recreation activities, arts and crafts, sports, games, drama performances, camping, and hobbies.

**Duties/Responsibilities:**

- ~ Plans and leads activities such as arts, crafts, sports, games, camping, and hobbies.
- ~ Enforces camp rules and regulations and ensures safety in the recreational facilities.
- ~ Performs first aid following prescribed procedures and contacts emergency medical personnel when required by the situation.
- ~ Demonstrates use of recreational equipment and teaches participants the principles, techniques, and safety procedures for each activity.
- ~ Greets new arrivals and introduces them to other campers; explains camp and facility rules.
- ~ Reports camper complaints to leadership and works to resolve issues.
- ~ Performs other related duties as required.

**Required Skills/Abilities:**

- ~ Enthusiastic and positive attitude.
- ~ Excellent communication skills.
- ~ Ability to learn and enforce the camp's safety and operating rules.
- ~ Must attend staff meetings and orientation during the summer season.

**Education and Experience:**

- ~ Enrolled in high school or high school diploma.
- ~ Previous experience working with children preferred.
- ~ Must pass reference checks and background screenings, and sex offender registry checks.

**Physical Requirements:**

- ~ Must be able to swim.
- ~ Able to participate in games, sports, and physical activities including water-based games and activities.
- ~ Able to maintain attention and a high level of energy or excitement for extended periods of time.
- ~ Must be able to spend the majority of time outdoors and tolerate a variety of weather conditions.