



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Recreation Department

### Specialty Camp Counselor Job Description

#### **Job Summary**

Under the general supervision of the Program Coordinator; responsible for aiding in teaching specialty camp curriculum and helping to lead groups of youth.

#### **Position details:**

- Hours vary
- Camp Dates: Monday – Friday July 8 - 26
- Staff Training Dates Required in May and early June TBD

#### **Supervision Received**

Program Coordinator

#### **Supervision Exercised**

Program Participants

#### **Examples of Duties and Responsibilities**

- Have an interest and enthusiasm for team activities and be willing to support developing team skills in youth.
- Have an interest and enthusiasm to spend time outdoors and be willing to share this enthusiasm with youth.
- Basic knowledge of various athletics and outdoor activities.
- Experience working with children 4 – 14 years old.
- Assist in setting up and breaking down any equipment needed for the program.
- Reviewing camp curriculum prior to each week.
- Help facilitate activities or stations throughout program.
- Enforce all program & department policies and procedures with participants, parents, & volunteers.
- Establish and maintain relationships with participants, parents, & volunteers.
- Communicate with the Program Coordinator about daily activities of the program, including immediate notification on accidents and/or injuries.
- Handling first aid issues that arise.
- Ensure participants are acting in a safe & respectful manner.
- Facilitating large groups of participants at one time.
- Other duties as assigned.



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The Job Description lists typical examples of work and is not intended to include every job duty or task and responsibility specific to a position. An employee may be required to perform other duties not listed provided such duties are characteristic of the position.

#### **Knowledge, Skills, and Abilities**

- Running, stretching, jumping and other outdoor & team sport related movements required.
- Certification for specific sports is strongly encouraged but not required.
- Knowledge of appropriate sports rules/outdoor activities.
- Verbal and written communication skills.
- First Aid/CPR Certified or willingness to become certified.
- Other training may be required.
- Completion of background check prior to hire.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

#### **Working Conditions and Physical Demands**

Physical and Mental Requirements: The role of a camp counselor involves active engagement in outdoor activities with children, necessitating a higher level of physical exertion compared to typical office duties. While administrative tasks may also be part of the role, the primary focus is on facilitating outdoor recreational and educational experiences for campers. The employee is frequently required to use hands for gross motor, fine motor and dexterity to grasp or utilize equipment and to reach with hands and arms. The employee is frequently required to sit, stand, walk, talk and hear. Specific vision requirements include close vision, distance vision, and to adjust focus. Below is a more detailed account with the understanding the Town will make reasonable accommodations as outlined in the Americans with Disabilities act.



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Primary Physical Requirements	Other Physical Considerations								
Lift up to 10 lbs.: Frequently required. Lift up to 25 lbs.: Frequently required. Lift 26 to 50 lbs.: Occasionally required. Lift over 50 lbs.: Not required.	Twisting: Frequently required. Bending: Frequently required. Crawling: Occasionally required. Squatting: Frequently required.								
Carry up to 10 lbs.: Frequently required. Carry 11 to 25 lbs.: Frequently required. Carry 26 to 50 lbs.: Occasionally required. Carry over 50 lbs.: Not required	Kneeling: Frequently required Crouching: Frequently required. Climbing: Occasionally required. Balancing: Frequently required.								
Reach above shoulder height: Frequently required. Reach at shoulder height: Required. Reach below shoulder height: Required.	<b>Work Surface(s)</b> Gymnasium floor, outdoors ground, standard office desk and chair. Carpeted and tile floors.								
Push/Pull: Frequently required									
<b>Hand Manipulation</b>									
Grasping: Frequently required. Handling: Frequently required. Torqueing: Occasionally required Fingering: Frequently required. Controls and Equipment: Computer, telephone, copy and fax machines, scanner, calculator, shredder.	<b>During an 8 Hour Day Employee is Required to:</b> <table> <tr> <th>Consecutive Hours</th><th>Total Hours</th></tr> <tr> <td>Sit: approximately 2</td><td>Up to 8</td></tr> <tr> <td>Stand: 6 Hours</td><td>Less than 8</td></tr> <tr> <td>Walk: 6 Hours</td><td>Less than 8</td></tr> </table>	Consecutive Hours	Total Hours	Sit: approximately 2	Up to 8	Stand: 6 Hours	Less than 8	Walk: 6 Hours	Less than 8
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