TOWN OF BARRINGTON
NEW HAMPSHIRE

Recreation Department

Lead Counselor
Job Description

Job Summary

Under the supervision of the Camp Directors, Lead Counselors are responsible for the supervision of counselors in their group, implementation of activities, attendance, and safety of participants.

Position details:

- 40 hours per week
- Camp Dates: Monday – Friday: June 27 – August 19
- Staff Training Dates Required in May and early June TBD

Supervision Received

Summer Camp Directors

Supervision Exercised

Counselors & Program Participants

Examples of Duties and Responsibilities

- Works under the general supervision of the Summer Camp Directors.
- Responsible for the supervision, safety and accident prevention of all summer camp participants on site and during field trips
- Adhere to all guidelines outlined in the Summer Camp Employee Manual.
- Follow daily camp schedule
- Keep campers on task and having fun
- Assist in the supervision of counselors
- Organize and maintain the cleanliness of day camp facility, supplies and equipment.
- Distribute camp handouts and parent release forms for field trips.
- Pick up and return campers' medicine daily
- Maintain daily attendance records,
- Complete accident and incident reports when necessary
- Inform supervisor of any issues or concerns that may require immediate attention
- Other duties as assigned

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

- Prior experience working with children is required.
- Excellent organizational and communication skills are required.
- Experience supervising children.
- CPR/First Aid Classes required.
- Subject to background check.

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: Minimal physical effort generally required in performing administrative, finance duties. Position requires the ability to operate a keyboard and standard office equipment. Occasionally required to lift office equipment weighing 30 pounds. The employee is frequently required to use hands for gross motor, fine motor and dexterity to grasp or utilize office equipment and to reach with hands and arms. The employee is frequently required to sit, 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.

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: Occasionally required. Kneeling: Occasionally required Crouching: Occasionally required. Climbing: Occasionally required. Balancing: Frequently 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.: Not required	
Reach above shoulder height: Occasionally required. Reach at shoulder height: Required. Reach below shoulder height: Required.	**Work Surface(s)** Gymnasium floor, outdoors ground, standard office desk and chair. Carpeted and tile floors.
Push/Pull: Frequently required	
Hand Manipulation	
Grasping: Frequently required. Handling: Frequently required. Torqueing: Occasionally required Fingering: Frequently required. Controls and Equipment: Computer, telephone, copy and fax machines, scanner, calculator, shredder.	**During an 8 Hour Day Employee is Required to:** **Consecutive Hours** — **Total Hours** Sit: approximately 2 — Up to 8 Stand: less than 1 — Less than 8 Walk: less than 1 — Less than 2