



## CITY OF MISHAWAKA PARKS AND RECREATION DEPARTMENT

- A. JOB TITLE:** Day Camp Counselor (Summer)
- B. JOB LOCATION(S):** Battell Center, 904 N. Main St., Mishawaka, IN 46545  
Merrifield Park, 1000 E. Mishawaka Ave, Mishawaka, IN 46544

**C. DEFINITION:**

The Day Camp Counselor will be responsible for leading summer day camp programming and reports directly to the Senior Camp Counselor and Site Directors. The Day Camp Counselor would be responsible for ensuring the safety, wellbeing, and excitement of campers during camp hours. Day Camp Counselor will develop creative and thoughtful programming, create meaningful connections, show a willingness to adapt to change as needed, and a passion for youth development. This position is a seasonal position. Day Camp Counselor will work between 30-40 hours a week for 9 weeks.

**D. ESSENTIAL FUNCTIONS OF THE JOB:**

1. Provide opportunities for the group so that each camper experiences success while at camp.
2. Encourage respect for personal property, camp equipment and facilities.
3. Guide campers in participating successfully in all aspects of camp activities.
4. Observe camper behavior, assess its appropriateness, implementing positive discipline when required and communicating to parent/guardians regarding behavioral issues while at camp.
5. Enforce safety regulations.
6. Appropriate execution of camp programs, activities, procedures and policies.
7. Supervision of campers, including creating and managing programming, disciplining, and assisting the Senior Camp Counselors and Camp Site Directors as needed.
8. Planning and preparation of weekly activities and materials: plans at least one daily group activity.
9. Assist Senior Camp Counselor and Site Directors with set up and tear down of activities.

**E. ADDITIONAL EXAMPLES OF WORK PERFORMED**

1. Maintain a safety-first approach to all endeavors at camp.
2. Commitment to all 9 weeks of camp, Monday to Friday, unless previously discussed with Parks Department staff.
3. Attend required trainings.
4. Camp runs from June 6 – August 5, Monday – Friday, No Camp July 4.

**F. REPORTING RELATIONSHIPS:**

1. Reports directly to Site Directors and Mishawaka Parks Camp & Community Engagement Director.
2. Supervises campers.

**H. PHYSICAL REQUIREMENTS:**

1. Reach with hands and arms
2. Use hands to operate tools or controls
3. Sit, climb, balance, stoop, crouch
4. Frequently lift or move 50 pounds
5. Talk and hear
6. Lift and move objects without assistance

**I. ENVIRONMENTAL/WORKING CONDITIONS:**

In general, we are exposed to varied temperatures and weather conditions. Equal proportion of time spent indoors and outdoors. Outdoor work depends on weather conditions. Flexible schedule required, with in-season hours normally between 30-40 hours per week. Must be able to work early mornings, evenings, and holidays.

**J. REQUIRED KNOWLEDGE AND ABILITIES:**

1. Ability to work independently.
2. Must possess good public relations, communications, reading and writing skills.
3. Ability to develop long-range plans and to accurately evaluate work accomplished.
4. Ability to establish and maintain professional working relationships with employees, coworkers and public.
5. Must accept supervision and responsibility.

**K. QUALIFICATIONS:**

1. Preferred current college student or college graduate interested in learning on the job training relating to the field of camp programming, recreation, communication, psychology, education, sociology, environmental studies, or a related field.
2. Preferred 2 years of camp experience or related experience.
3. Proven experience to lead.
4. Strong oral and written communication skills required.
5. Valid driver's license or ability to commute to and from work.
6. First Aid, CPR, AED Certification-Adult and Child (required, may be obtained through the City).

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Employee Signature

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Date

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Department Manager

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Date