



City of Mishawaka
100 Lincolnway West
Mishawaka, IN
46544

Job Posting

POSITION: Day Camp Counselor
DEPARTMENT: Parks and Recreation
SALARY: \$12.00 per hour
HOURS: Various

DATE POSTED: 02/20/2023
DATE CLOSED: 03/30/2023

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.

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.

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).

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

Please be sure to indicate the position you are applying for in your cover letter and resume.



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5. Talk and hear
6. Lift and move objects without assistance

APPLICATION:

Resumes/applications may be submitted via email, fax, regular mail, or in person to:

Mail: Human Resources
City of Mishawaka
600 East Third Street
Mishawaka, Indiana 46544

Fax: (574) 254-0197

Email: humanresources@mishawaka.in.gov

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