



City of Mishawaka  
100 Lincolnway West  
Mishawaka, IN  
46544

# Job Posting

**POSITION:** Day Camp PM Care Counselor  
**DEPARTMENT:** Parks and Recreation  
**SALARY:** \$11.00 per hour  
**HOURS:** Various

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

**DEFINITION:** The Day Camp PM Care Counselor will be responsible for leading the PM care portion of summer day camp programming and reports directly to the Camp and Community Engagement Director. The Day Camp PM Care Counselor would be responsible for ensuring the safety, wellbeing, and engagement of campers during our PM care hours (2:30-5:30pm). PM Care Counselor will develop creative and thoughtful programming, create meaningful connections, show a willingness to adapt to change as needed, and have a passion for youth development. This position is a part time seasonal position. The PM Care Counselor will work 15-20 hours a week for 9 weeks.

## ESSENTIAL FUNCTIONS:

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 PM care activities.
4. Observe camper behavior, assess its appropriateness, implementing positive discipline when required and communicating to parent/guardians regarding behavioral issues while at camp PM care.
5. Enforce safety regulations.
6. Appropriate execution of camp programs, activities, procedures and policies.
7. Supervision of campers, including creating and managing engaging PM care programming, disciplining, and assisting the Camp Site Supervisor as needed.
8. Planning and preparation of PM care activities and materials.
9. Assist 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

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



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4. Talk and hear
5. Occasionally lift or move 50 pounds
6. Lift and move light objects without assistance

## **APPLICATION:**

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

Mail: Human Resources  
City of Mishawaka  
100 Lincolnway West  
Mishawaka, Indiana 46544

Fax: (574) 254-0197

Email: [humanresources@mishawaka.in.gov](mailto:humanresources@mishawaka.in.gov)

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The City of Mishawaka is an Equal Opportunity Employer