



City of Mishawaka
100 Lincolnway West
Mishawaka, IN
46544

Job Posting

POSITION: Junior Camp 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 Junior Counselor will be responsible for assisting with summer day camp programming and reports directly to the Camp and Community Engagement Director. The Day Camp Junior Camp Counselor would be responsible for ensuring the safety, wellbeing, and excitement of campers. Day Camp Junior Counselor will assist with the execution of 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 seasonal position. Day Camp Junior Counselor will work between 30 -40 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 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 during and between activities.
8. Assisting the Camp Counselors and Senior Camp Counselors as needed.

QUALIFICATIONS:

1. Preferred high school diploma-seeking or diploma earning student 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. Proven experience to lead.
3. Strong oral and written communication skills required.
4. Valid driver's license or ability to commute to and from work.
5. First Aid, CPR, AED Certification-Adult and Child (required, can 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. Occasionally lift or move 50 pounds with assistance
5. Talk and hear
6. Lift and move light objects without assistance

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



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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

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The City of Mishawaka is an Equal Opportunity Employer