

BOROUGH OF KEYPORT
Seasonal Job Opportunity
Posted 4/27/2018
Closing Date 5/22/2018 4:00PM

SUMMER CAMP COUNSELORS

The Borough of Keyport is seeking Summer Camp Counselors for Keyport Recreation. Please submit two letters of recommendation and employment application to:

Stephen J. Gallo, Administrator
Borough of Keyport
70 West Front Street Keyport, NJ 07735

Applications must be received by close of business on Tuesday, May 22, 2018.

CAMP COUNSELOR and JUNIOR COUNSELOR

Camp Counselor has to be 16 years old by the end of Camp (July 28, 2018). Junior Counselors have to be 14-15 years old.

DEFINITION:

Under supervision of the camp director, assists in organization, development, and personal leadership in camp recreation activities of all types; does other related duties as required.

DISTINGUISHING CHARACTERISTICS

Successful candidates provide guidance and support to the camp recreation program activities. These positions may provide input or recommendations regarding program planning, subject to approval by supervisory staff. The exercise of independent judgment is limited due to the nature of the work.

EXAMPLES OF WORK:

Assists in the planning, organization, promotion and implementation of camp program and recreational activities.

Helps organize and lead groups and individuals in various activities.

Helps campers attain greater skills in and enjoyment from camp recreation activities.

Assists in the maintenance of records and completion of reports as directed.

May demonstrate and explain techniques, procedures, materials, equipment, and supplies used in the camp recreation program.

Helps set up and clean activity area to ensure it is neat and free of health/safety hazards.

Responds quickly and appropriately to potentially hazardous situations; reports all incidents and accidents according to established procedures.

Monitors participants to ensure orderly conduct.

May maintain and manage inventory of supplies and equipment.

Reports to supervisor orally or in writing on groups and individuals.

REQUIREMENTS:

KNOWLEDGE AND ABILITIES:

Ability to assist in instructional tasks.

Ability to establish and maintain effective working relationships with campers, parents, and the public.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, understand and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.