

Erving Recreation Summer Parks Program, 2023

Counselor Responsibilities

Administrative Tasks

- Complete assigned daily chores set up in the morning prior to the arrival of children, and cleanup of all items and spaces after the last child is gone or at 3:15 PM (whichever comes first), under the leadership of the Director and Lead Counselor
- Ensure the following are on the bus for lake days and field trips: a trash bag, coolers with lunches and snacks, medical first aid bags, and sand toys (lake days)
- Keep track of hours and write out time sheets every two weeks
- Under guidance of the Program Director and Lead Counselor, plan engaging and age-appropriate activities for attendees
- Attend orientation week and other preseason training
- Attend weekly team meetings as scheduled by the Program Director
- Take attendance of assigned group every morning
- Model appropriate boundaries and maintain a positive atmosphere
- Participate in Program and Staff Review, conducted by the Recreation Commission Assistant

Care of Children

- Supervise children at all times
- Conduct regular headcounts/attendance checks of children throughout the day, every day
- Participate in activities with the children
- Report any accidents or disciplinary actions taken during the day to the Program Director
- Apply sunscreen to participants multiple times daily
- Oversee sports, arts and crafts, specialty, and/or morning meeting activities for the whole week each week
- Supervise assigned group of children on field trips and lake days (This group will be assigned to them by the Director)
- Take and supervise participants to/in public bathrooms as needed at the lake and on field trips
- Ensure children in group are wearing wristbands prior to departure and during field trips and lake days, assist putting on wristbands as needed
- Oversee and interact with the children in the morning and afternoon during arrival and dismissal (Program Director interacts with guardians/parents)
- Write out wristbands for field trips and lake days when asked if needed
- Help check designated rooms and areas (gym, cafeteria, and bathrooms) before leaving for a field trip or for the lake
- Check designated rooms and areas (gym, cafeteria, and bathrooms) when transitioning between spaces and activities