



Montgomery Township  
1001 Stump Road  
Montgomeryville, PA 18936  
(215) 393-6900

## **SEASONAL JOB POSTING**

**Title: Camp Counselor**

**Status: Temporary, Part-time, Non-Exempt**

**HOW TO APPLY:** Download and complete the employment application (available at <http://www.montgomerytp.org/hr/>), and return with resume (if available), to: Montgomery Township, Human Resources, 1001 Stump Road, Montgomeryville, PA 18936, or email to [Counselor@montgomerytp.org](mailto:Counselor@montgomerytp.org) by **4:30 p.m., March 30, 2019.**

***A Montgomery Township employment application (available at <http://www.montgomerytp.org/hr/>), completed in its entirety, must be submitted.***

**GENERAL DESCRIPTION:** (this is not an all-inclusive job description and additional essential functions and job standards may apply)

Assists with and supervises the daily activities of children registered in camp. Interacts directly with children, their parents and other staff members within Recreation, concerning events and activities. Works with other staff members to develop and implement program activities in outdoor and indoor settings where exposure to extended periods of sunlight and/or cool damp weather is possible.

### **JOB FUNCTIONS:**

Supervises and teaches campers in planned activities.

Reads and understands the staff handbook.

Assists and guides campers in each activity to help them understand instructions given for the activity.

Maintains a safe and healthy environment. Ensures the safety of all children by making sure area is free of hazardous equipment and material, and ensures that children adhere to camp programs and rules.

Responds to questions by child campers and parents in a timely manner.

Performs other duties as assigned.

Communicates effectively.



Physical ability to perform the essential functions of the job, including some hands-on physical work. Sit, bend, reach, and handle office implements and paperwork frequently; walk, stand and lift heavy objects, occasionally.

The above are intended to describe the general nature and level of work being performed in this position; they are not intended to be an exhaustive list of all duties, responsibilities and qualifications of this position. Performs related duties and responsibilities as required.

**MINIMUM QUALIFICATIONS:**

Ability to apply good judgment and organization while conducting an activity.

Ability to understand and follow directions.

Successfully pass all background checks, including child abuse and criminal check.

**JOB LOCATION:**

Montgomery Township Community and Recreation Center, off-site camp location and field trip venues.

**EQUIPMENT:**

Telephone, sports equipment, camp supplies and first aid materials.

**RECOMMENDED AND REQUIRED EDUCATION, EXPERIENCE AND TRAINING:**

Must be at least 16 years of age.

Credible experience with children, such as babysitting or other counseling role.

Successful results upon completion of pre-employment background checks, pre-employment physical, assessments or tests, as applicable, required.

Certification in Adult and Pediatric First Aid/CPR/AED, or evidence of intent to complete, preferred.

Ability to communicate and perform well in an interview and demonstrate proven skills and abilities, required.