



Recreation & Community Services Department

2450 S. 68th Street, West Allis, WI 53219

(414) 604-4900

www.wawmrec.com

Position: Camp Counselor – Seasonal

Summary: Supervise, interact and lead participants throughout the daily activity schedule. Reports directly to the Camp Director and Assistant Camp Director.

Summer Action Adventures Camp is a ten week camp. Hours of operation are 7:00am to 5:30pm Monday –Friday, excluding the 4th of July. We ask that you commit to the entire ten weeks, as attendance throughout the program is mandatory. In addition, attendance and participation is required at the Independence Day Parade and Post Parade Event hosted July 2nd.

Qualifications:

- Experience working in youth based programs, previous camp experience is preferred
- Enthusiastic, positive, self-motivated, dependable, organized and resourceful
- Skilled at interacting with participants and families of all socioeconomic backgrounds.

Responsibilities:

- Representative of the Recreation Department, uphold and exemplify department policies and guidelines in all aspects of job performance and in relationships with children, families and district employees.
- Supervising children ranging in ages from 4K to 5th grade in a variety of settings
- Lead scheduled daily activities, while providing supervision to assigned space or group.
- Encourage and involve children in age appropriate group and/or individual play.
- Maintain a clean and well organized work and program spaces at all times.
- Communicate with the Camp Director regarding needed supplies and equipment for the program.
- Model and explain appropriate behavior; address, redirect and report inappropriate behavior that is reported or observed.
- Adhere to all Recreation Department disciplinary policies and communicate with the Camp Director regarding all disciplinary actions with children.
- Communicate with the Camp Director for any incidents or accidents in a timely manner that may occur, as proper documentation is required for follow up.
- Ensure safety and cleanliness of equipment and facilities, reporting any discrepancy to the Camp Director
- Follow all Recreation Department policies, rules, regulations and procedures, including emergency and safety procedures.
- Communicate with the Camp Director regarding any emergency concerns or situations.
- Attend staff meetings, training and in-services to increase knowledge and skills.
- Perform other duties as deemed necessary by the Site Coordinator.

Application Procedure: Candidates are required to submit an application, to be considered for employment. Applications are available at the Recreations Department or online at www.wawmrec.com.



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The West Allis-West Milwaukee Recreation and Community Services Department does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.