

TOWN OF LONDONDERRY

JOB DESCRIPTION

Summer Recreation Camp Counselor

Effective Date: 03/01/2023

DEPARTMENT: Recreation

JOB TITLE: Summer Recreation Camp Counselor (Seasonal)

SALARY: \$14.00/hour

WORK SCHEDULE: 35/week for the duration of the Summer Recreation Program (approximately 6 weeks).

JOB SUMMARY / SUPERVISION: Assist Program Co-Directors with planning and facilitating activities.

ACCOUNTABILITY: Reports directly to and is accountable to the Summer Recreation Program Co-Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (The following is illustrative of the duties and responsibilities associated with the position and are not intended to be all-inclusive.)

Assists with the planning and facilitation of camp activities such as crafts, sports, group activities and themes for each day.

Set up and break down/return all equipment and supplies needed for each activity.

Provide the highest level of customer service to parents, staff and children enrolled in the program.

Ensure safety for all camp participants.

Report all injuries/accidents/incidents to Program Co-Directors.

Report any disciplinary concerns to Program Co-Directors.

Attend camp field trip.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS: Must be at least 16 years old. Some experience working with children preferred.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER REQUIREMENTS: Must enjoy working with children. Excellent interpersonal and communication skills required. Specialized skills in arts & crafts, and/or sports preferred.

WORK ENVIRONMENT: Typical inside work surfaces include all types of building materials. Typical outside work environment / conditions may consist of extreme temperatures, dampness, dirt/dust and wet/slippery terrain.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to dirt, dust and all typical outdoor hazards.

SELECTION PROCESS/APPOINTMENT: May be required to pass personal interview, professional background investigation, criminal history check, and alcohol/controlled substance test. Town Manager appoints based on recommendation from the Recreation Director.

APPLICATION PROCESS: Please completed employment application (found on the Town website - [Employment Application](#)) via email to: hrdept@londonderrynh.org or via hand delivery or mail to: Town of Londonderry Human Resources Department, 268B Mammoth Road, Londonderry, NH 03053.

Application Deadline: Open until filled.

EQUAL OPPORTUNITY EMPLOYER

Physical Activity Requirements

**To be performed with or without a reasonable accommodation*

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs:	Frequently Required
LIFT 11 to 25 lbs:	Occasionally Required
LIFT 26 to 50 lbs:	Rarely Required
LIFT over 50 lbs:	Not Required
CARRY up to 10 lbs:	Frequently Required
CARRY 11 to 25 lbs:	Occasionally Required
CARRY 26 to 50 lbs:	Rarely Required
CARRY over 50 lbs:	Not Required
REACH above shoulder height:	Rarely Required
REACH at shoulder height:	Frequently Required
REACH below shoulder height:	Frequently Required
PUSH/PULL:	Occasionally Required

OTHER PHYSICAL CONSIDERATIONS

Twisting:	Occasionally Required
Bending:	Occasionally Required
Crawling:	Not Required
Squatting:	Occasionally Required
Kneeling:	Occasionally Required
Crouching:	Occasionally Required
Climbing:	Not Required
Balancing:	Not Required

WORK SURFACE(S)

Counter tops and desks	√
Flooring (various types)	√
Uneven surfaces	√
Sloped Surfaces	√
Snow or icy surfaces	X
Grass/Pavement	√
Vehicle Interiors	√

HAND MANIPULATION

Grasping:	Frequently Required
Handling:	Frequently Required
Torqueing:	Rarely Required

DURING AN 8 HOUR DAY,
EMPLOYEE IS REQUIRED TO:

COGNITIVE AND SENSORY REQUIREMENTS

		<u>Consecutive Hours</u>	<u>Total Hours</u>
Speaking:	Must have the ability to communicate with others.		
Hearing:	Must have the ability to communicate with others.	Sit (1) 2 3 4 5 6 7 8	(1) 2 3 4 5 6 7 8
Sight:	May be required to perform essential job duties	Stand (1) 2 3 4 5 6 7 8	(1) 2 3 4 5 6 7 8
Tasting:	Not required	Walk (1) 2 3 4 5 6 7 8	(1) 2 3 4 5 6 7 8
Smelling:	Not required		

Equipment: Sports equipment, arts & crafts supplies

Environment: Inside 50% Outside 50% (Percentage spent daily)