

**TOWN OF LONDONDERRY**

**JOB DESCRIPTION**

**Summer Recreation Voyager Camp Counselor**

**Effective Date: 01/23/2024**

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**DEPARTMENT:** Recreation

**JOB TITLE:** Summer Recreation Voyager Camp Counselor (Seasonal)

**SALARY:** Set each season by Recreation Director

**WORK SCHEDULE:** 15-25 hours/week for the duration of the Voyager Camp program (approximately 7 weeks).

**JOB SUMMARY / SUPERVISION:** Assists with carrying out and supervising weekly field trips so all participants have an opportunity for new experiences; maintains standards that lead to a quality program.

**ACCOUNTABILITY:** Reports directly to and is accountable to the Assistant Recreation Director.

**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.)

Responsible for direct supervision of participants in the program and at varying field trip locations.

Ability to plan, originate, organize and carry out daily and special programs so all participants will be given an opportunity for new experiences.

Communicates with the Recreation Department on program needs, concerns, problems and status.

Maintains standards that lead to a quality program.

Helps participants develop a sense of fair play.

Completes reports accurately and submits them on time to the Recreation Department if necessary.

Conduct checks of program area(s) and equipment for safety, cleanliness and good repairs; files a report for repairs if necessary.

Evaluates the program by making recommendations for improving the existing program.

Demonstrates, leads, and teaches activities with enthusiasm.

All other duties or tasks asked of them by the Community Services Director and/or Community Services Coordinator

Applies first aid treatment to participants as needed.

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 the Assistant Recreation Director.

Report any disciplinary concerns to the Assistant Recreation Director

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:** Must be at least 18 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 outdoor recreation and/or sports preferred. Current CPR and First Aid certification required (or willingness to attain). Basic knowledge of first aid.

**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 Assistant Recreation Director.

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

**EQUAL OPPORTUNITY EMPLOYER**

**TOWN OF LONDONDERRY****JOB DESCRIPTION****Summer Recreation Voyager Camp Counselor****Effective Date: 01/23/2024****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

**HAND MANIPULATION**

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

**COGNITIVE AND SENSORY REQUIREMENTS**

Speaking:	Must have the ability to communicate with others.
Hearing:	Must have the ability to communicate with others.
Sight:	May be required to perform essential job duties
Tasting:	Not required
Smelling:	Not required

**DURING AN 8 HOUR DAY,  
EMPLOYEE IS REQUIRED TO:**

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	①	2	3	4	5	6	7	8	①	2	3	4	5	6	7	8
Stand	①	2	3	4	5	6	7	8	①	2	3	4	5	6	7	8
Walk	①	2	3	4	5	6	7	8	①	2	3	4	5	6	7	8

Equipment: Sports equipment, arts &amp; crafts supplies

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