



Town of Plaistow, New Hampshire

HUMAN RESOURCES DEPARTMENT

Plaistow Town Hall
145 Main Street
Plaistow, NH 03865

(603) 382-5200 Office
(603) 382-7183 Fax
Email: HR@Plaistow.com
Web: www.Plaistow.com

Position Title: COUNSELOR (Seasonal Position)

Location: Onsite – Town of Plaistow Recreation

Department: Recreation

Terms of Employment: Seasonal, 7-week Program, 8:15 AM-4:15 PM *(Subject to program changes)*

FLSA Status: Non-Exempt

Anticipated Start Date: Late-June 2024 – Mid-August 2024

There will be program development preparation and training hours prior to the program start date.

JOB SUMMARY:

Work closely with camp directors to oversee and manage all aspects of a seven-week Summer Day Camp Program for up to 120 children per week in Grades K – 6. The Summer Recreation program operates at 51 Old County Road in Plaistow. This position is 40 hours per week beginning in late June with some pre-season planning and training hours required. The program runs through Mid-August. Pre-season hours will be used for planning and staff recruiting and staff training. The Counselor position works in an indoor/outdoor environment, with the majority of the time spent working outdoors, and is often required to do several tasks expeditiously and concurrently. This position will require a great deal of interaction with children, parents/guardians and the community.

REPORTS TO:

Counselors work under the direction of the Camp Leadership Team (Summer Camp Director, Assistant Camp Director, and Recreation Director).

SUPERVISION EXERCISED:

The Counselor will not have any employees to supervise; however, will assist in mentoring Junior (1st Year) Counselors.

GENERAL RESPONSIBILITIES:

- Supervise small and large group activities with children and assist with the daily function of the program.
- Position involves running, walking, lifting, swimming, hiking and a variety of other physical recreational activities.
- This position is in a summer recreation program which is an environment that requires a moderate to high level of sustained physical activity.
- Acts as a guide to Junior Counselors with the daily routines and culture of the Summer Recreation Program.
- Responsibilities include keeping attendance of your group, as well as mentoring the Junior Counselors with any important information that may affect their campers (i.e., allergies or dismissal changes).
- Establish smaller subgroups for activities and outings.
- Work with Camp Leadership Team to plan, develop and implement a wide variety of Camp activities and special events.
- Establish positive rapport and on-going communication among staff and campers.
- Report concerns the Assistant Camp Director and Summer Camp Director.

MINIMUM QUALIFICATIONS REQUIRED:

- At least 1 year of leadership experience in a day camp, childcare position or educational setting. Experience as a camp counselor is preferred.
- Experience working with children.

- Knowledge of the development stages of children in Grades K – 6
- Applicant will be subject to a criminal background check and medical examination as part of a conditional employment offer.

LICENSURE AND CERTIFICATION REQUIREMENTS:

- Current CPR and Standard First Aid certifications or willingness to obtain **prior to the program start date**.

KNOWLEDGE, SKILLS & ABILITIES:

- Strong communication, leadership and public relations skills.
- Professional and tactful interpersonal demeanor.
- Ability to think critically and make sound evaluations.
- Flexible and resourceful in daily operations.

PHYSICAL REQUIREMENTS:

- Walking, jogging, running, bending, twisting, swimming, hiking, reaching and lifting of moderate to heavy weight up to 50 lbs.
- Able to work outdoors in all weather conditions.

SUMMARY OF OCCUPATIONAL EXPOSURES:

- May be exposed to sunscreen and other chemicals; cleaning fluids and disinfectants, art supplies, photocopier toner, printer cartridges, dirt, dust, herbicides, pesticides, as well as health risks associated with providing emergency medical treatment in advance of rescue personnel.

SALARY INFORMATION: Up to \$15.00 per hour, depending on experience.

BENEFITS: There are no benefits associated with a seasonal position.

REQUIRED DOCUMENTS FOR APPLICATION:

Applicants should be prepared to provide the following documents:

- Town of Plaistow Application
- Resume
- Three (3) recent references, including contact information. References should be non-family members that can attest to your work ethic and character.
- Letter of Interest

Please submit a completed application, resume, references and letter of interest to Lori Sadewicz, Plaistow Human Resources Department at HRHS@plaistow.com.

APPLICATION DEADLINE: February 29th, 2024

The Town of Plaistow is an Equal Opportunity Employer, DOQ/DOE

The above statements are intended to describe the general nature and level of work being performed by the people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of reasonable accommodation to be determined by management as a case-by-case basis.