



Town of Belmont

Office of Parks & Recreation

PO Box 310, 143 Main Street, Belmont, NH 03220
Phone & Fax (603) 267-1865
www.belmontnh.org

Job Description: Summer Camp Counselor

Starting Hourly Rate: \$12.00

Position: Seasonal Part Time

Hours: Monday-Friday, 8AM-4:30 PM, hours vary, 37-40 hours per week, July 11– August 19

Qualifications:

- Must be at least 16 years of age and provide a valid work permit if required
- Ability to effectively communicate with camp participants and staff
- Criminal Background Check approval is required for applicants 18 years or older, 3 letters of reference for applicants under 18 years of age
- Certification of First Aid and CPR techniques, or willing to obtain certification
- Skill in working with youth
- Skill in serving diverse populations, such as persons with disabilities
- Skill in public and interpersonal relationships
- Skill in oral and written communication

Supervision Received: Works under the general supervision of the Summer Camp Director, Assistant Director and the Recreation Director who makes work assignments, and evaluates performance based on safety procedures and completion of assigned tasks in accordance with instructions.

Supervision Exercised: Supervises camp participants

Essential Functions:

- Implement enrichment activities for summer camp participants
- Check all equipment and supplies and report any repairs or needs to the Summer Camp Director or Assistant Director
- Assist with attendance, activities, participants, events and accident/injury
- Participate in cleaning and upkeep of facilities used by participants
- Responsible for the safety and well-being of participants
- Maintains a friendly and courteous relationship with participants and staff
- Enforce summer camp rules and report problems to the Summer Camp Director or Assistant Director in a timely manner
- Work requires some physical exertion
- Work in both indoor and outdoor venues with varying weather conditions
- Other duties as assigned

Please direct questions to: Danielle St.Onge, Recreation Director
recreation@belmontnh.org