



# **SUMMER CAMP COUNSELOR – PART TIME**

## **Parks & Recreation Dept**

**Town of Portland, CT (EOE)**

The Town is accepting seasonal employment applications for the Summer Playground Program (June to August) Monday thru Friday, 7:15 AM to 6:00 PM; flexible hours, hourly starting rate \$10.10, subject to criminal history background check.

### Duties include:

- instruct, monitor and lead children (ages 3 – 14) in games, arts, crafts, sports and outdoor recreational activities
- maintain the health and safety of assigned group of children
- follow daily schedules, report to trips and activities on time and ensure that parents are well informed
- communicate with children, parents and staff; uphold discipline and prevent disturbances within the recreational area
- planning and implementing activities as assigned camp
- work closely with Camp Director and supporting staff
- document and report accurate records of attendance, incidents and injuries

### Qualifications:

- Junior staff must be age 15 upon employment;
- Adult staff must possess high school diploma or GED equivalent
- Prior experience, First Aid & CPR certificate preferred

Seasonal Recreation Employment Applications available online at [www.portlandct.org](http://www.portlandct.org) or Town Hall-First Selectwoman's Office, 33 East Main Street. Submit completed application to:

**First Selectwoman's Office**  
**P.O. Box 71**  
**Portland, CT 06480-0071**

**Deadline: 4/13/2017**