

Town of Truro

Job Description

Recreation Counselor/ (After School Program Group Leader)

Title: Recreation Counselor
Classification Code: Grade 3
Reports to: Recreation/Beach Dir. and Program Coordinator

Weekly Hours:

Work week off-season: Monday through Friday, no more than 19 hours per week;
in-season: schedule can vary from 22 to 40 hours for approximately 10-12 weeks. During the Truro Central School vacation weeks, there is an opportunity to work up to 40 hours per vacation week.

Job Environment:

Work is performed indoors and outdoors with exposure to variable weather conditions. Acts as a group leader responsible for school-age children participating in the summer program, and where applicable, the after-school program, and ensuring safety of all involved. Must be able to interact well with fellow employees and the public in a courteous, helpful and respectful manner and willing to lend assistance where needed.

Specific Duties:

The essential function or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The Counselor acts as a group leader and is responsible for the following:

1. Supervision of children;
2. Maintenance of daily attendance records;
3. Provision of food;
4. Family communication;
5. Awareness of whereabouts of every child in his/her charge.
6. Stimulate interest and help direct a variety of competitive and non-competitive games and activities.
7. Other job-related duties as may be properly assigned.

Desired/Required Qualifications:

(for summer counselor):

1. Minimum age of 18.
2. Proven ability in the area of supervision of children.
3. Minimum of one (1) year as an Activities Counselor.
4. Must have Basic CPR and First Aid Training and skills.
5. Must have strong organizational and teaching skills, and be able to exhibit diplomacy with the public and have patience.
7. Ability to participate in all activities.

(for after-school “group leader”):

1. Minimum age of 18.
2. Must possess training pertinent to the developmental needs of school-age children.
3. Minimum of three months’ experience working with pre-school/kindergarten children.
4. Must have successfully completed one course in child growth and development offered by an institution of higher education.
5. Must meet one of the following sets of requirements.
 - a. Possess a Bachelor’s Degree or an Associate’s Degree; and have three months of experience working with school-age children; or
 - b. Possess a High School Diploma or equivalent; and have six months’ experience working with school-age children, including three months’ supervised experience at a school-age child care program; or
 - c. Have nine months’ experience with school-age children including three months’ supervised experience at a school-age child care program.
6. Proven ability in the area of supervision of children.
7. Must have Basic CPR and First Aid Training and skills.
8. Must have strong organizational and teaching skills, and be able to exhibit diplomacy with the public and have patience.
9. Must possess ability to participate in all activities.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

revised: 3,5,6/04 through 5/11; 4/12; 4/13; 1/14adj.