HOLLISTON RECREATION DEPARTMENT
JOB DESCRIPTION

POSITION TITLE: **Counselor**

EXPERIENCE/QUALIFICATIONS:
- At least 16 years of age.
- Demonstrate an ability to work with young children.
- Demonstrate ability to deal with public in a professional manner.
- Demonstrate leadership abilities.
- Demonstrate a basic knowledge and understanding of traditional sports and games.
- Demonstrate willingness to incorporate games and activities into daily routine.
- Demonstrate ability to work with arts & crafts and creative projects.

CERTIFICATIONS: CPR/AED certification

PRIMARY RESPONSIBILITIES:
- Create and implement daily program activities.
- Meet with participants on a daily basis to communicate daily expectations.
- Supervise and/or participate in all group or program activities.
- Act as chaperone on all in-town and daylong field trips.
- Maintain written records as directed.
- Attend all staff meetings.
- Attend all mandatory training.
- Maintain professional appearance.
- Represent Park Department through appropriate personal conduct during off-hours.
- Arrive prior to participants.
- Ensure the safety of all participants/staff.
- Ensure that all participants have been picked up by appropriate caregiver.
- Perform first aid within scope of ability.
- Enforce all policies, rules, and regulations.
- Assist with program setup and cleanup.
- Alert program supervisor to equipment and supply needs.
- Alert program supervisor to maintenance needs and problems.
- Supervise and guide Counselors in Training.
- Supervise participants in site cleanup regularly.
- Perform other duties as directed by the Recreation Director and program supervisor.

SALARY: $13.50/hour-$14.00/hour

REPORTS TO: PROGRAM SUPERVISOR/RECREATION DIRECTOR

Revised 2/9/2021