

2023 Summer Youth Employment Program

Job Description

Department: Chapel Hill Parks and Recreation

Position Title: Junior Camp Counselor

Minimum Age: 14

Position Description:

Spend Summer 2023 as a role model, developing positive relationships with youth in our community. Play, dance, swim, craft, and more, as you help campers develop new skills and friendships.

What you'll do at work:

- **Participate!** Actively engage while assisting supervising campers. Encourage and invite participation, set an example for positive and inclusive play. Splash in the pool, build LEGOS, play board games, make slime, race to the finish line, and more!
- **Be a leader!** Assist in managing campers and their behavior, lead games and activities, promote skill development, creativity, and exploration.
- **Communicate with campers.** Develop relationships with campers, be empathetic, build trust, and display patience. Assist in mediating and resolving camper conflicts.
- **Learn and Grow.** Attend and participate in staff orientation, trainings, and meetings. Develop relationships with pees, give and receive feedback, and provide input.
- **Support Camp.** Set up, break down, and maintain supplies and equipment. Clean and maintain spaces. Distribute lunch and snacks. Be flexible and adapt to changes; assist and support where needed.
- **R.E.S.P.E.C.T.** Learn, serve and work together to build a community where people thrive by upholding the Town's values, Responsibility, Equity, Safety, Professionalism, Ethics, Communication, and Teamwork.

Skills needed:

- | | |
|--|---|
| <input type="checkbox"/> Microsoft Office Suite | <input checked="" type="checkbox"/> Leadership Skills |
| <input checked="" type="checkbox"/> Swimming | <input type="checkbox"/> Interpersonal Communication Skills |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Heavy Lifting |
| <input type="checkbox"/> Zoom | <input type="checkbox"/> Tools |
| <input checked="" type="checkbox"/> Public Speaking / Presenting | <input type="checkbox"/> Heavy Equipment |
| <input type="checkbox"/> Organizational Skills | <input type="checkbox"/> CPR/First Aid |
| <input type="checkbox"/> Other: _____ | |

Typical Schedule:

Days of the week- Monday through Friday

Hours- most likely 8:30-12:30 or 1:30-5:30

2023 Summer Youth Employment Program

Job Description

Department: Chapel Hill Parks and Recreation – Hargraves Center

Position Title: Junior Summer Camp Counselor

Minimum Age: 14

Position Description:

Jr. Counselors will be asked to assist the camp coordinator and summer camp counselors. This will include assisting coordinators with a wide range of tasks to help the camp function safely and efficiently, including set-up and break-down of activities and meals and cleaning as well as leading activities during the camp day.

What you'll do at work:

- Assist at sign-in and sign-out tables, retrieving children as parents sign them out.
- Help counselors run group games and arts and crafts.
- Assist coordinators with supply retrieval at the beginning of the day.
- Count and verify lunch delivery (milk and meals).
- Serve lunch and snacks to campers.
- Set-up and break-down table and chairs before and after lunch.
- Sweep and mop floors after lunch/snack.
- Check and sweep restrooms, flush and plunge if necessary.
- Assist with sanitizing.

Skills needed:

- | | |
|---|--|
| <input type="checkbox"/> Microsoft Office Suite | <input checked="" type="checkbox"/> Leadership Skills |
| <input type="checkbox"/> Swimming | <input checked="" type="checkbox"/> Interpersonal Communication Skills |
| <input type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Heavy Lifting |
| <input type="checkbox"/> Zoom | <input type="checkbox"/> Tools |
| <input type="checkbox"/> Public Speaking / Presenting | <input type="checkbox"/> Heavy Equipment |
| <input type="checkbox"/> Organizational Skills | <input checked="" type="checkbox"/> CPR/First Aid |
| <input type="checkbox"/> Other: _____ | |

Typical Schedule:

Days of the week- Monday through Friday

Hours- 4 hour shifts between the hours of 7:30am-6:00pm, as assigned.