2020 JOB POSTING

Camp WB Latchkey Counselor

West Bloomfield Parks and Recreation Commission is filling Latchkey Counselor positions to work before and after camp for the Department’s Camp WB program.

The position is a part time position with an average of 20 hours per week, weekdays during the summer. Occasional extra shifts may be offered to chaperone field trips and substitute for camp counselors. Some evenings or special event shifts may be offered.

JOB SUMMARY: This position ensures the safety and well-being of all campers before Camp WB hours and after Camp WB hours. Latchkey counselors are enthusiastic, energetic and fun-loving. They are independent workers. They are very punctual and dependable individuals.

For a complete job description with primary duties and responsibilities, go to wbparks.org/employment and click on Employment Opportunities.

HOURS: Part time, 20 hours per week, starting June 15th through August 20th. Camp WB hours are 9am-4pm, weekdays. Latchkey hours are 7:30am to 9am and 4pm-6pm. Latchkey counselor shifts are: 7:15am to 9:15am and/or 3:45pm-6:30pm. Camp staff must be available for the following camp days, including training.

- NWPRC Camp Training June (date to be determined)
- Mandatory Safety Trainings June (dates to be determined)
- Mandatory Open House June (date to be determined)
- Mandatory camp training days are June 15 - 19, 2020.
- All staff clean up and supply inventory day are August 17-18, 2020.
- Additional special event shifts may be offered.
- Camp Counselors must complete all assigned responsibilities before employment separation.

QUALIFICATIONS: Must be 18 year or older; Applicants must hold a High School Diploma; CPR, First Aid, AED, Epi Pen certification preferred or obtain before Camp Training (we will provide). Must pass a criminal history check as well as central registry clearance. Must be energetic enough to work with children, ages 5-12.

HOURLY RATE: $9.50 per hour

START DATE: June 1, 2020
TO APPLY:  To be considered for this position, please submit a completed application and resume. See wbparks.org/employment for application timeline and interview dates.

HR Department
West Bloomfield Parks and Recreation Commission
4640 Walnut Lake Road
West Bloomfield, MI 48323
hr@wbparks.org

Applications are available at West Bloomfield Parks or download a copy online at wbparks.org/employment.
Job Description
Job Title: Summer Camp WB Latchkey Counselor
Department: Recreation
FLSA Status: Non-Exempt
Salary Grade: Grade 1

Position Description Summary: Latchkey Counselors work before and after camp for the Department’s Camp WB program. This position ensures the safety and well-being of all campers before Camp WB hours and after Camp WB hours. Latchkey counselors are enthusiastic, energetic and fun-loving. They are independent workers. They are very punctual and dependable individuals. The position is a part time position with an average of 20 hours per week, weekdays during the summer. Occasional extra shifts may be offered to chaperone field trips or cover a Camp Counselor shift.

Working Hours: Monday-Friday, 7:15am to 9:15am and/or 3:45pm-6:30pm. Average of 20 hours per week for 9 weeks out of the summer. Some evenings or special event shifts may be offered.

Essential Function(s) of the Position:
The 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 level and/or class of this position.

- Must be 18 or older.
- Initiates camp facility inspection, set up and clean up. Ensures the camp environment is camp-ready.
- Engages in activities, such as board games, crafts, playing cards, sports, with campers before and after Camp WB.
- Chaperones field trips, as needed.
- Communicates reminders, behavior management concerns and other special concerns in the absence of the Camp Manager.
- Communicates with camp staff and supervisors.
- Is proactive when challenges arise.
- Participates in weekly staff meetings.
- Adheres to the Commission guidelines, policies and procedures.
- Other duties as assigned.
Education/Experience/Licenses/Certificates:
- High School diploma or equivalent.
- CPR, First Aid, AED, Epi Pen certification or obtain before Camp Training. WBPRC provides one training date.
- Experience in a lead position working with children in a volunteer or past employment capacity, preferred.
- Experience working with a diverse population in a volunteer or past employment capacity, preferred.

Knowledge, Skills and Abilities:
- Must be able to work well with children, ages 5-12.
- Must enjoy some or all of the following camp activities: Crafts, Board Games, Art, Sports, Playgrounds and impromptu activities with smaller groups of children.
- Ability to respond to supervisor requests in a timely and professional matter, specifically with email/phone/text communication.
- Ability to adhere to given deadlines.
- Must be professional in appearance.
- Must be able to work independently and within a group.
- Must be very punctual and dependable.

Equipment, Machinery, Tools and Vehicles Used:
Camp supplies

Physical Demands:
Frequent interactive play with campers. Must be able to sit or stand for periods of time and withstand the outdoors for some periods of time, in all elements. Must be able to lift 50 pounds.

Working Conditions:
Must be able to work with children throughout entire shift. May be exposed to extreme heat/cold.

Reporting Relationships:
A person in this position will work under the Recreation Programmer (Camp Administrator) and Summer Camp WB Camp Manager.
I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management has the right to change this job description at any time.

_________________________________________     ____________________
Employee Signature         Date

_________________________________________     ____________________
Executive Director Signature           Date

This position description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all duties that may be performed by an employee so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. This document is not intended to be a contract between the employee and employer.