



## 2024 JOB POSTING

### Camp WB Counselor

West Bloomfield Parks and Recreation Commission is filling a Summer Camp WB Counselor position to implement our Department's traditional summer day camp.

**JOB SUMMARY:** Are you ready for an amazing job experience where you make a positive influence in a kid's life? We are looking for responsible and kind individuals who can be a great role model to our campers this summer.

Camp WB is a traditional day camp located at Drake Sports Park. Working with our camp program will be a mutually beneficial experience for both the counselor and camper. You will help contribute to a memorable camp experience while building great friendships with your peers.

This position allows you the opportunity to gain leadership skills, communication skills, interpersonal skills and other skillsets that will translate in any career. Additionally, you will be part of a team to help facilitate fun and bring out the best in kids.

To be a Camp WB counselor you will be responsible for the general safety and well-being of campers. A counselor must possess the following qualities: patience, fairness, playfulness, willingness to be empathetic and be a great listener. Camp counselors have a deep impact on the campers they lead. It is a position that demands great responsibility and care, but will be one of the most rewarding experiences you'll ever have. You will be proud of the positive impact you will have each day this summer.

For a complete job description with primary duties and responsibilities, go to [wbparks.org/employment](http://wbparks.org/employment).

**HOURS:** Part time, from 32 to 40 hours per week, starting May 29<sup>th</sup> through August 16<sup>th</sup>. Camp WB hours are 9am-3pm, weekdays. Weekly schedule may include a shift beginning as early as 8am and/or ending as late as 4:30pm. Recreation Programmer sets final work schedule. 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 camp training days are May 29 and 31, and June 3, 5, and 7.
- No camp June 19 and July 4 - 5.
- All staff clean up and supply inventory days are August 15-16.
- Camp special events scheduled July 19 and August 8.

- Camp Counselors must complete all assigned responsibilities before employment separation.

**QUALIFICATIONS:** Must be 18 years or older; applicants must hold a High School Diploma; CPR, First Aid, AED, Epi Pen certification preferred or obtain before Camp Training (all training is provided and paid). 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:** starting rate \$14.50 per hour; bonus opportunity at the end of the season.

**START DATE:** May 29, 2024

**TO APPLY:** To be considered for this position, please submit a completed application and resume. See [wbparks.org/employment](http://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](mailto:hr@wbparks.org)

*Applications are available at West Bloomfield Parks or download a copy online at [wbparks.org/employment](http://wbparks.org/employment).*

### **Job Description**

**Job Title:** Camp WB Counselor

**Department:** Recreation

**FLSA Status:** Non-Exempt

**Grade:** Seasonal B

### **Position Description Summary:**

Camp Counselors ensure campers enrolled in Camp WB have a safe and memorable summer camp experience. Responsibilities can include a variety of different camp settings and locations. Counselors conduct, assist and lead camp activities such as crafts, games, sports, swimming, outdoor recreation and special camp events. Camp Counselors chaperone campers on field trips. Camp Counselors are responsible for the general safety and well-being of day campers.

### **Working Hours:**

Weekly schedule may include a shift beginning at 8am and/or ending at 4:30. Monday - Friday. Some evenings or special event shifts may be offered. Average of 32-40 hours per week for 9 to 10 weeks out of the summer.

### **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.
- Conduct and assist with camp activities such as crafts and games, outdoor recreation and special camp events.
- Chaperone field trips.
- Lead and assist in the instruction and development of camp activities.
- Take initiative in every day camp operations. Is proactive when challenges arise.
- Communicate effectively with camp staff and supervisors.
- Participate in weekly/ bi-weekly staff meetings.
- Adhere to 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 training.
- Experience 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 5-11. This position requires an enthusiastic, energetic, fun-loving and caring individual.
- Must enjoy some or all of the following camp activities: crafts, water activities board games, sports, playgrounds.
- 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 comfortable in a swimming pool with children.
- Must be comfortable in a canoe/kayak with children, in a lake.
- Must be able to work independently and within a group.
- Must be punctual and dependable.

**Equipment, Machinery, Tools and Vehicles Used:**

Camp supplies, office equipment used includes computer, fax machine and large capacity printer.

**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.

This is a safety sensitive position and drug screenings may be required.

**Working Conditions:**

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

**Benefits:**

This position is ineligible for all benefits, including participation in the 401a.

**Reporting Relationships:**

A person in this position will report to the Recreation Programmer and Camp WB 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.*