



FISHKILL RECREATION

793 Route 52, Fishkill, NY 12524 ~ tel. 845.831.3371 ~ fax 845.831.3169 ~ www.fishkillrecreation.com

CAMP COUNSELOR/RECREATION ASSISTANT

JOB REQUIREMENTS & DESCRIPTION:

Starting Rate of Pay: \$13.20 - \$14.00 per hour (based on education level)

The Town of Fishkill offers high quality summer day camps each year for parents in need of daycare and/or children looking for active recreation opportunities during their summer break. Applicants should be caring, compassionate, safety conscious, energetic, & have experience caring for children in the age range of the respective camp they are applying for. Our goal is to enhance the lives of every child that attends by exposing them to a variety of vibrant, quality, and efficient recreational activities. For more details, please visit our website at www.fishkillrecreation.com and select the appropriate link under the "Summer Camps" tab.

MINIMUM QUALIFICATIONS:

1. Must be at least 16 years of age by June 1st.
2. Must be mature, of good character, positive role model, and possess suitable personal qualifications.
3. Must be in good physical and mental health, and have the energy and emotional stability necessary to fulfill the responsibilities of the position.
4. All Employees should have the ability to run, climb on playground equipment, play with the children, and participate in all activities which may include but not limited to sports, dancing, exercise, and crafts.
5. Must have experience in supervising and working with children.
6. Must be responsible, reliable, and have reliable transportation.
7. Must be qualified by training and experience to carry out their respective functions in the administration, operation and maintenance of the camp program.
8. Must attend scheduled staff trainings and meetings.
9. Must pass all background checks including but not limited to fingerprinting, child abuse, sex offender registry, and criminal.
10. Must pass annual and random drug tests.
11. Must provide references.
12. In order to complete background checks, drug tests, and references, applicants must be able to provide some or all the following:
 - a. Copy of driver's license or other government issued identification.
 - b. A statement or summary of each applicant's employment history including, but not limited to, any relevant child-caring experience; (the names, addresses and day time telephone numbers of at least three acceptable references, other than relatives, at least one of whom can verify employment history, work record and qualifications, and at least one of whom can attest to the applicant's character, habits and personal qualifications to be a school-age child care program staff member)
 - c. A sworn statement by the applicant indicating whether, to the best of the applicant's knowledge, such applicant has ever been convicted of a misdemeanor or felony in New York State or any other jurisdiction and fingerprint images as required to comply with the requirements of 413.4 of this Title; and
 - d. The information necessary to determine whether the applicant is the subject of an indicated report of child abuse and maltreatment as required by section 414.10(b)(i) of this Part.
 - e. The information necessary to determine whether the applicant is listed on the register of substantiated category one cases of abuse or neglect maintained by the Justice Center for the Protection of Persons with Special Needs, pursuant to Section 495 of the Social Services Law, as required by section 414.10(b)(1)(ii).



FISHKILL RECREATION

793 Route 52, Fishkill, NY 12524 ~ tel. 845.831.3371 ~ fax 845.831.3169 ~ www.fishkillrecreation.com

OTHER REQUIREMENTS:

1. Must be at least 16 Years old by June 1st.
2. Must commit to all 7 weeks, training sessions and staff meetings.
3. Must be available Monday-Friday between 8:00am-3:00pm.
4. Must be available for occasional Pre-Camp shifts from 7:00am-8:00am.
5. Must be available for occasional Extended Day shifts from 2:30pm-6:00pm.
6. Must have reliable transportation.
7. Must have the ability to work independently, cooperatively, and take initiative.
8. Arrive to work on time and prepared, physically and mentally for the day's schedule of activities.
9. Must be creative and have a good imagination.
10. Responsible for ensuring the highest standards of safety and quality programming in the areas of arts, dance and drama.
11. Serve as a role model and guide campers in appropriate behaviors, language, attitudes, and activities.
12. Must have a Positive, "can do" attitude.

TYPICAL WORK ACTIVITIES:

The Camp Counselor will plan and lead groups of up to 12 campers throughout the camp day. The counselor is responsible for the safety of their assigned group. He/she must entertain the group through games, activities, crafts, and other imaginative ways to keep the campers busy and having fun. The counselor will also respond to incidents, behavioral problems, and accidents. discuss camper participation and concerns with parents and other camp staff members. The following is indicative of the level and types of activities performed by counselors. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Motivate and supervise campers;
2. Lead sports, crafts, arts, and nature activities;
3. Responsible for the health and safety of the campers in assigned group; a. Up to 12 campers in group.
4. MUST keep assigned group together at all times
5. Require parents to show ID when picking up their child. Parents must sign their child in and out.
6. Assist in maintaining cleanliness and order of facilities;
7. Maintain and file necessary records and paperwork. a. Turn in attendance sheets to Camp Director or other designated supervisor daily
8. ENTERTAIN, not babysit. Must be able to improvise to keep campers entertained.
9. Participate in ALL camp activities.
10. Assist Specialists and Directors.
11. Exercise positive discipline techniques.
12. Communicate with the parents on a daily basis. a. Contact parents in case of emergency or illness.
13. Communicate with Camp Directors: ie; a. Medical/illness , Behavioral problems, Incidents Injuries
14. Attend Staff meetings and complete required training sessions.
15. Follow your respective camp schedule. a. Arrive to each scheduled activity on time,
16. Assist specialist with activity and will encourage all campers to participate
17. Attend trips and perform all responsibilities off-site.
18. Communicate with parents: a. Daily communication regarding their child's day at camp.