



Town of Plainfield Recreation Department

Seasonal Counselor

Compensation: \$16.94 per hour

Reports To: Program Coordinator

Supervision exercised: None

**Parks &
Recreation**

PLAINFIELD
CONNECTICUT

Position Summary: Staff are responsible for creating a safe, positive, and engaging environment for all participants. Staff are expected to serve as positive role models by demonstrating respect, courtesy, kindness, and

professionalism at all times. Staff must arrive on time, prepared for each workday, and remain flexible within their assigned roles to meet program needs. Staff are responsible for implementing all program policies and rules consistently, maintaining a safe environment, and supporting the overall success and well-being of participants.

Essential Functions:

- Responsible for supervising, organizing and participating in daily activities with a group of children at any of our sites and/or while off site on scheduled trips or activities.
- Participates in required training sessions, including safety drills and other emergency procedures.
- Planning and implementing daily games and activities for the children assigned to your care.
- All staff are responsible for ensuring that participants use all equipment, games, and craft materials safely, appropriately, and for their intended purpose. Staff must provide proper supervision and guidance to prevent misuse, damage, or destruction of property. Any misuse or damage must be addressed promptly and reported in accordance with organizational procedures. Respect for equipment, materials, and property is expected at all times.
- Ensure that all children follow rules and policies on site and off.
- Undertaking proper emergency procedures when necessary.
- Prepare and complete accident/incident reports during emergency situations. Notify management of all emergencies immediately.
- Present in a professional manner at all times.
- Work effectively both independently and as a team member and demonstrate a positive attitude.
- Verbally communicate with participants, other Town employees, and community partners in a respectful and professional manner.
- Other job duties as assigned.

Requirements:

- Must be 16 years or older.
- Have reliable transportation.
- Available on weekdays during school breaks, evenings, and weekends.
- Those 18 and older must complete and clear a criminal background check and drug test before hired.

Qualifications

- Must have creativity, enthusiasm, positive energy and attitude, and the ability to motivate and engage children.
- Must be able to follow directions, schedules, be organized and interact well with other counselors, supervisors, parents, and children.
- Must be self-directed, driven, and take initiative.

Working conditions and Physical Demands:

- Work may be performed in an indoor, outdoor, and/or heated aquatic environment.
- Must be able to run, sit, crouch, or stand for long periods of time.

*This is not an exhaustive list of all responsibilities, requirements, or working conditions associated with this job. The Plainfield Recreation Department reserves the right to make changes to the above job description whenever necessary.

The Town of Plainfield is an Affirmative Action/Equal Opportunity Employer.

Application Directions: Go to plainfieldct.org to find the Town of Plainfield Employment Application. Please submit the application, resume, and cover letter to HR Director Virginia Oliver at voliver@plainfieldct.org.