

Aftercare Coordinator

Position Purpose:

Duties include supervision of children in a seasonal Camp program for children between the ages of 6 to 15. The aftercare Coordinator must have the ability to work harmoniously with the participants and general public. In addition, he/she is responsible for ensuring a fun and safe environment for all camp participants. Senior Counselors must be at least 18 years of age, and will be responsible for maintaining the State mandated counselor-to-camper ratio for campers between the ages of 5 and 15.

Supervision:

Supervision Scope: Works in conjunction with the Camp Director to formulate decisions about program specifics.

Supervision Received: Works under the direction of the Camp Director and Lead Counselors.

Supervision Given: Moderate levels of supervision given to camp participants.

Job Environment:

Work is performed in typical camp conditions and moderately noisy with frequent interruptions.

Has frequent exposure to inclement weather, sand, sun and other outdoor elements.

Errors in judgment can result in possible personal injury to campers.

Essential Functions:

All duties of Senior Camp Counselor, including, but not limited to: Responsible for the direct supervision, safety, and discipline of all Camp participants.

Assists in overseeing children on field trips and special events.

Reports any suspicion of abuse or neglect of Camp participants to the Camp Director.

Conducts oneself in a professional and courteous manner.

Meets with the Camp Director and/or Director of Parks, Recreation and Community Education as needed.

Attends any and all in-service trainings.

Performs other duties as assigned by the Camp Director and Lead Counselors.

Assists in overseeing water activities and maintaining order; Assists in the creation and facilitation of games in and out of the water; Participates in Camp swim lessons daily.

Maintains safety of the affected camp program areas and camp equipment. Reports defective equipment to Camp Director.

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2

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Also responsible for Aftercare portion of Camp program including attendance worksheets, duty assignments to staff and reporting hourly staff check-ins to Camp Director and Assistant Director.

Other duties assigned by the Camp Director.

Recommended Minimum Qualifications:

Education, Training and Experience:

Moderate Experience working with children. Working knowledge of camp programs and children's play habits. Must be 18 years of age at time of hire.

Special Requirements:

Current American Red Cross and/or American Heart Association First Aid/CPR/AED for the Professional Rescuer certifications.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must lift/move objects weighing up to 20 pounds. Must be able to access all camp areas and swimming areas, including deep water objects. Ability to communicate verbally and in writing, and operate all camp equipment. Vision and hearing at/or correctable to normal ranges.

Duties include supervision of children. Camp Counselors must meet the minimum age qualifications to be considered eligible for employment.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)