

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PENNSYLVANIA  
Parks and Recreation Department  
P. O. Box 294  
3226 Main Street  
Morgantown, PA 19543**

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[www.caernarvon.org](http://www.caernarvon.org)**

## **SUMMER CAMP PROGRAM**

### JOB DESCRIPTION: CAMP COUNSELOR

The Caernarvon Township Parks and Recreation Committee is interviewing Camp Counselor candidates for the Summer Camp Program (a half-day, eight week Day Camp for children ages 5 through 13).

Counselors will assist with the planning, organization and implementation of camp activities. They will supervise, monitor and participate in all activities including field trips, arts and crafts, sports and games. While doing so, counselors are expected to serve as an appropriate role model for the children in his/her care.

### LOCATION:

**Office:** 3226 Main Street      **Park Location:** Friendship Park  
Corner of North & Chestnut Streets

### DESIRED QUALIFICATIONS:

- Desire and ability to work with children outdoors.
- Ability to relate to one's peer group.
- Ability to accept supervision and guidance.
- Ability to assist in teaching activities.
- Good character, integrity and adaptability.
- Enthusiasm, sense of humor, patience and self-control.
- CPR/First Aid Certification (provided during Counselor Training).
- College student or at least 18 years of age preferred.
- At least two years of study at a college in the field of recreation, elementary education, physical fitness, art, music, drama or related field preferred.

### RESPONSIBLE TO:

- Camp Director
- Parks and Recreation Committee

SPECIFIC RESPONSIBILITIES:

- Participate in staff training and meetings.
- Follow all camp rules and regulations.
- Guide individual campers and groups in participating in all camp activities.
- Supervise all aspects of the campers' day.
- Assist teaching or leading activities as assigned.
- Maintain good public relations with camper parents.
- Set a good example for campers and others including cleanliness, punctuality, sharing clean-up and sportsmanship.
- Other duties may be assigned as required.

WORK HOURS:

- Monday through Friday, 9:00 AM to 1:00 PM
- Start and end time will be extended for set-up and clean-up on a rotating schedule.
- Applicants must be available to attend pre-camp Counselor Training sessions and work the full eight week camp session.
- If a vacation is planned during one of the eight weeks, notice must be given at time of interview.

Camp Counselor applications are available at the Caernarvon Township Municipal Office.

Please note that all applicants must consent to a Pennsylvania criminal background check.