

SUMMER CAMP COUNSELOR



Reports To: Summer Camp Supervisor
Job Type: Seasonal

FLSA Status: Non-exempt

General Function: The Summer Camp Counselor is responsible for creating a safe, fun, and inclusive environment for campers while leading activities, supervising daily routines, and promoting positive behavior. Camp Counselors serve as role models, mentors, and leaders, helping campers build friendships, confidence, and new skills through a wide range of recreational and educational experiences. Duties are performed under the direction of the Summer Camp Supervisor.

Essential Functions:

Attendance: punctual and regular attendance required.

Camper Supervision and Engagement: Supervise and actively engage with a group of campers throughout the day. Lead small and large group activities such as arts & crafts, sports, games, songs, nature walks, and team-building challenges. Foster a positive, inclusive, and respectful group culture. Personal interaction with campers is required daily.

Safety and Behavior Management: Ensure camper safety at all times by following camp protocols and reporting any incidents or concerns. Manage camper behavior using positive discipline techniques and provide emotional support when needed. Administer basic first aid and respond appropriately to injuries or emergencies (with training).

Daily Routines and Logistics: Assist with camper check-in/out, meals, transitions between activities, and cleanup duties. Maintain clean and organized activity spaces. Communicate effectively with camp staff and leadership to support smooth daily operations.

Team Collaboration: Work closely with co-counselors and specialists to coordinate group schedules and activities. Attend staff training, daily check-ins, and weekly debriefs. Support all-camp events, programs, and special theme days.

Other Duties:

Maintain good working relationships with all City employees, the public, parents, and campers; set good examples for campers, encourage respect for personal property, camp equipment, and facility; assist in post camp evaluation of the program.

Equipment Used: Computer, tablet, calculator, copy machine, cell phone, telephone, and a variety of miscellaneous office equipment, and software packages.

Minimum Requirements for Entry to Position: Must be at least 16 years old to apply. 15 year olds who have successfully completed one year in the Counselor-In-Training program with Wyoming Summer Camp may apply. Previous experience working with and caring for children preferred. Excellent communication and interpersonal skills, public relations, organization, and planning skills; general knowledge of necessary safety precautions to ensure a safe environment for the campers, employees, parents, and public. Must be enthusiastic, patient, and passionate about working with children. Must be dependable, flexible, and able to adapt to a dynamic camp setting.

Special Requirements: ability to work outside the normal 8 am to 5 pm workday and to work various shifts as necessary; current CPR/AED certification (or willingness to obtain).

Physical Requirements: Ability to move from one place to another both inside and outside the Recreation Center and Aquatics Facility; ability to participate in a variety of recreational activities such as athletics, arts and crafts, and various programming; ability to communicate effectively with campers and staff and to listen and understand to what they are saying, ability to lift and transport items up to 20 pounds from one area to another.

Pay Range:
\$11.00-\$16.00 per hour

About the City of Wyoming:
The City of Wyoming is a welcoming, safe, and diverse community for its residents and its visitors. Its small-town charm offers opportunities to interact with neighbors, strengthen friendships, and cultivate new ones. The City of Wyoming actively encourages equal opportunity for all its citizens. Its employees operate within a culture of inclusion. Wyoming implements policies that enhance public trust, pedestrian-scale redevelopment, sustainability, waste reduction, and the preservation and health of the natural environment. The City of Wyoming promotes sound economic and financial planning practices to protect its good fiscal health, and it proactively responds to new economic, environmental, and social opportunities.

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Working in the City of Wyoming is a great opportunity for anyone looking to make an impact in local government. The city provides a great support structure to its employees including its benefit packages, access to resources, and an environment that fosters innovation and creative thinking. Wyoming residents are invested in the operations of their local government and are eager to work with staff to continually improve service delivery. Working in a smaller organization fosters a sense of family among its employees. Employees are given opportunities to learn and expand their skill sets, including opportunities for training, tuition reimbursement programs, and memberships to professional organizations.

The City of Wyoming is proud to be an Equal Employment Opportunity Employer.

Approved: _____ Date _____
City Manager

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.