



## JOB DESCRIPTION: ACTIVITIES COUNSELOR

### Objective:

Works with Activity Head to ensure campers have a healthy and fun experience within the activity area in which you are assigned. Activity areas include: archery, tennis, games, movement (dance), gymnastics, drama, music, arts & crafts, sports, explorations, and adventure.

### Essential Duties

- Ensures the Health and Safety of the campers at all times.
- Communicates and supervises activity and group counselors to meet the needs of the campers during the activity period.
- Actively participates in the camp program and serves as excellent role model for appropriate behavior at all times.
- Helps provide an atmosphere for developing good morale and well being among the camp family.
- Attends and participates in orientation and weekly staff meetings as requested.
- Assists in ensuring that their activity area meets the ACA Accreditation Standards and state regulations.
- Provides weekly activity plans that are age appropriate for the program within the scope of the camp schedule.
- Sets up the activity area and ensures equipment and supplies are ready to implement a successful program.
- Provides support to all camp events such as the Talent Show and Carnival.
- Packs materials and supplies at the end of the season.
- Keeps inventory of all equipment and supplies.
- Models nondiscriminatory practices in all activities.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Desired Qualifications:

- Desire, and ability to work with children and adults in a camp setting.
- Strong ability to communicate well with staff and campers.
- Documented training, certification or experience in activity.

Working Conditions & 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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal camp settings, outdoors and on the telephone; physical agility to lift up to 50 pounds; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an outdoor environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Activities Coordinator

Benefits:

- Competitive hourly pay
- Professional Development reimbursed upon approval.

How to Apply

- Complete application through the Brooks Summer Programs Portal
- Call (978) 725-6253 with questions

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Activities Counselor will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Auxiliary Programs or appropriate administrator. Brooks School Summer Programs reserves the right to update, revise or change this job description and related duties at any time.*

Approval:

---

Signature

Date

*I acknowledge that I have received and read this job description.*