

Eastampton Township

New Jersey

Est. 1880

12 Manor House Court
Eastampton, NJ 08060
Phone: 609/267-5723
Fax: 609/265-1714
www.eastampton.com

Eastampton Recreation Summer Park Program Head of Counselors Job Description

Read, sign and return to the Recreation Committee Secretary

The Head of Counselors will:

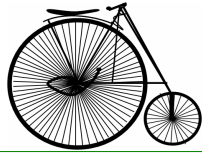
1. Be responsible at all times for the safety of all children in the program as well counselors.
2. Review the data form on all children and convey any pertinent information to the Counselors and Sports person.
3. Make sure the grounds are in suitable condition for activities on a daily basis. Supervise & direct counselors to clean up a specific area of the entire park on a daily basis.
4. Make sure there are an adequate number of counselors for each of the 3 age groups and make any counselor adjustments necessary on a daily basis.
5. Divide children into groups and assign each group to a Counselor.
6. Meet with Counselors daily to inform them of planned activities based on the program calendar and give daily feedback.
7. Determine the location that each group is to meet for attendance.
8. Be responsible for supervision of the daily attendance keeping of each child and attendance taking of children before and returning from field trips.
9. Supervise all counselors and make sure they perform their jobs adequately and appropriately.
10. Keep counselor attendance records and give the records to the Director at the end of the program.
11. Report serious injuries to the Director of the Program who will make any necessary calls.
12. Report directly to the Director of the Program.
13. Assist the Director of the Program and Director of Arts and Crafts when necessary.
14. Act as Interim Director of the program in the event the Arts and Crafts Director is unable to
15. and assist the Arts and Crafts Director with such when necessary.

I have read and agree to the above Job Description.

Give this signed form to the Director of the Summer Park Program at Orientation.

Signature _____ Date _____

Revised 1/08



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