



Village of Hartland
Heather Hartmann Recreation Coordinator
210 Cottonwood Avenue
Hartland, WI 53029
PH: 262-367-0352
FAX: 262-367-2430
Email: heatherh@villageofhartland.wi.gov
www.villageofhartland.wi.gov

Job Title: Camp Counselor

Department: Recreation

Reports to: Recreation Coordinator

SUMMARY

The Summer Camp Counselor is a seasonal, part-time position, leading activities at various Summer Camp programs that are offered to children ages 6 – 12.

HOURS/SCHEDULE

This is a seasonal position in the summer from June – August. Throughout the summer various camps are offered and hours of work may vary between 20 – 40 hours, but generally not exceed 40 hours per week. This position requires that the employee is available for the daily scheduled times and for the duration of the program. Reliable transportation to and from work is required.

ESSENTIAL FUNCTIONS

Under the direction of the Recreation Coordinator:

- Assist in coordinating and implementing activities held each day
- Interact daily with camp participants, parents and other parks and recreation staff
- Distribute necessary equipment and supplies as needed
- Enforce policies and procedures set by the Department
- Adhere to policies and procedures set by the Department as necessary
- Maintain order and discipline by enforcing the Behavior Management Policy
- Work with parents and the Head Coordinator and Assistant Coordinator to resolve behavioral issues and report major issues to the Head Coordinator
- Report major staff and camp participant issues to the Head Coordinator
- Make sure that the camp location, pavilion/building and storage areas are clean and orderly
- Secure equipment and facilities at the end of the day
- Assist with Summer Splash bus pick-ups
- Remain visible for camp participants and parents
- Participate in daily staff meeting
- Ensure safety and well-being of camp participants

SUPERVISORY RESPONSIBILITIES

None required

QUALIFICATIONS

- At least 16 years of age preferred
- Leadership experience preferred
- Experience in working with children ages 6-12 years preferred

- Certification in First Aid, AED and CPR by the first day of camp is required
- Must have high energy, be creative and willing and able to participate in activities with camp participants
- Must be friendly and outgoing

CERTIFICATIONS & LICENSES

First Aid and CPR certification prior to the first day of the program. (CPR training is provided)

PHYSICAL DEMANDS

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. Employee must be able to lift 40lbs, bend, stretch, crouch, stand, sit, reach, kneel, run and carry for the duration of summer camp hours.

WORK ENVIRONMENT

Employee will work inside and outside at local schools, parks and other locations such as field trip destinations. Weather and temperatures may vary depending on the location of where camp is being held, inside or outside. Camp is held indoors and outdoors.

TO APPLY

Submit application to Heather Hartmann, Recreation Department, 210 Cottonwood Avenue, Hartland, WI 52039 or heatherh@villageofhartland.wi.gov.

Position will remain open until filled.

The Village of Hartland is an equal opportunity employer. We consider applicants for all positions without regard to sex, color, race, ancestry, creed, religion, national origin, age, disability, marital status, military or veteran status, sexual orientation, arrest or conviction record, or any other characteristic protected by law. The Village is committed to full compliance with applicable Wisconsin and federal disability laws. Any applicant who requires reasonable accommodation in order to participate in any part of the job selection process should contact the Recreation Director at 262-367-0352.