



## Town of Portland, Connecticut

33 East Main Street ▪ P.O. Box 71 ▪ Portland, CT 06480-0071  
[www.portlandct.org](http://www.portlandct.org) ▪ Phone: (860) 342-6715 ▪ Fax: (860) 342-6714  
Equal Opportunity Provider and Employer  
**Office of the First Selectman**

### Seasonal Summer Camp Counselors

Parks & Recreation Department  
Town of Portland, CT (EOE)  
**Deadline: April 5, 2024**

Send completed Seasonal Application to: First Selectman's Office, P.O. Box 71, Portland, CT 06480-0071 [Email: [mceppaglia@portlandct.org](mailto:mceppaglia@portlandct.org) ]

Temporary/Seasonal, non-union positions. Wages start at \$15.69 per hour. Applicants must be available from June 2024 through August 2024. Subject to criminal background check. All qualified applicants will be considered for employment without regard to race, color, religion, sex, or national origin.

Qualifications: Prior experience, First Aid & CPR certification preferred

- Adult staff must possess high school diploma or GED equivalent
- Junior Staff (High School age 15 to 18) must be age 15 upon employment

P&R Summer Quest Camp Program runs from June 24-Aug 9, 2024; M-F 7:15 AM to 6:00 PM. Training in June. Approximate work schedule 40 hours weekly/flexible hours based upon department needs. See job description below for details.

## **Title: Summer Quest Counselor**

### **General Description of Job**

Part time, seasonal position for Teen Adventure, Summer Quest Base, or Kiddie Kamp Programs. Receives oral and written direction from the Summer Quest Director and / or Assistant Director. Responsible for the organization and management of small group activities based on approval and discretion of site supervisors. No supervision is exercised over other employees.

**Direct Supervision:** Kiddie Camp, Base Camp or Teen Camp Directors

**Indirect Supervision:** Parks and Recreation Administrative Staff

### **Examples of Duties Include**

- Takes direction from site supervisors on an as needed basis
- May oversee a group of 10 children and will be responsible for planning and leading activities for this group
- Responsible for monitoring the whereabouts and behavior of all children in this group throughout the day including, but not limited to:
  - Enforce disciplinary policies throughout the day and during specialties, then reports to supervisors as needed
  - Participant use of facilities and all equipment
- May be required to assist and take instruction from Specialty Directors during specialty and all-camp activities
- May be required to assist with attendance records, activity reports, incident reports and disciplinary reports
- Handles emergency situation and administers first aid to program participants as needed

### **Minimum Qualifications**

At least 15 years of age with an interest in working with children.

### **Desirable Knowledge, Abilities and Skills**

- Must have general knowledge of a variety of activities, games, and sports.
- Must have the ability to communicate with children, staff, parents, and the public
- Maintains a First Aid and CPR, and Blood borne Pathogen Certification or ability to pass Standard First Aid and CPR courses
- Must complete training as a mandated reporter
- Must have the ability to represent the Town of Portland in a responsible manner by enforcing facility and program rules and regulations firmly, tactfully, and impartially

**Note:** *The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.*