



TOWN OF KITTERY

Human Resources

200 Rogers Road, Kittery, ME 03904

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– O P P O R T U N I T Y –

Seasonal Summer Camp Counselors – Part-Time – Grades K-5

The Town of Kittery is searching for Part-Time Seasonal Summer Camp Counselors for our KCC Summer Camp programs for children ranging between kindergarten and 5th grade. Camps will be programmed for the following groups:

- ☐ Kindergarten and 1st Grade
- ☐ 2nd and 3rd Grade
- ☐ 4th and 5th Grade

The pay range for this non-exempt position is \$17.51 per hour or more based upon experience. This seasonal position will be scheduled for variable hours, through August 16, 2024. Candidates must be available to work between Monday and Friday, between the hours of 7:30 a.m. and 4:30 p.m. This seasonal position is not benefit eligible.

Candidates must be 16 years of age or older, motivated, great with kids, dependable and must successfully pass a background check.

Purpose

The purpose of this seasonal part-time position is to work the Kittery Community Center summer camp program. This position reports to the Youth Programs Supervisor. Duties include, but are not limited to: supervising youth in the program; keeping children safe; demonstrating good judgement skills; taking charge as needed; taking responsibility for an assigned group on field trips; leading children in all activities; participating in daily activities and special events; taking directions from supervisor; taking attendance; and performing additional tasks as assigned by the Youth Programs Supervisor.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises assigned children in accordance with Maine State licensing rules;
- Participates and leads children in all activities;
- Ensures all environments are safe and age appropriate;
- Maintains awareness of staff to student ratios and notifies lead counselor of ratio changes during the day;
- Demonstrates respectful and appropriate interaction with all staff, campers and families;
- Communicates effectively and in an appropriate professional manner with parents;
- Responds to first aid needs of children in program;
- Implements activities and events as assigned by supervisor;
- Maintains accountability for all equipment and uses it in an appropriate manner;
- Required to be with campers at all times;
- Reports any accidents, injuries, and incidents to supervisor and immediately fills out the appropriate paperwork;

- Serves as a positive role model;
- Adheres to duties and responsibilities assigned by supervisor;
- Performs other related duties as required.

Essential Knowledge, Experience, Skills and Abilities

- Education in recreation, outdoor education, childcare, or related field preferred with experience in recreation, or a strong interest in youth programs, a combination of relevant work and education experience, and an interest in public service;
- Must be at least 16 years of age;
- Ability to communicate effectively and in an appropriate professional manner, and to convey or exchange professional information, including school personnel and other town employees;
- Ability to establish and maintain effective working relationships with employees, supervisors, staff, parents, community leaders and the general public;
- Ability to utilize mathematical formulas, and to understand a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures;
- Maintains proficiency in first aid and CPR;
- Possess an understanding of age-appropriate activities and behavior management techniques for children in grades K-5.

Physical Requirements

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be physically able to operate a variety of machines and equipment, including, but not limited to: computer, scanner, telephone, copy machine, shredder, keyboard, printer, hand tools and sports equipment;
- Must be able to lift, move or carry job-related objects or materials up to 50 pounds;
- Physical demand requirements are at levels of those for light to medium work;
- Work performed outside is subject to temperature extremes at various times of the year, and is performed in an environment with numerous undesirable conditions including noise, dust, fumes, and exposure to moving objects;
- The employee frequently is required to stand, walk, sit, climb stairs, stoop, kneel and crouch;
- The employee will be required to be outdoors for long periods of time;
- There may be physical demands based on physical, emotional and cognitive needs of particular children;
- The employee will be required to get into, and spend time in water areas such as pools, lakes and ocean.

Please complete the application located on our website at www.kitteryme.gov/employment and submit a cover letter, resume and three professional references to:

Town of Kittery
Attn: Human Resources
200 Rogers Road, Kittery, ME 03904_
jobs@kitteryme.org

Accepting applications until the position is filled

The Town of Kittery is an Equal Employment Opportunity Employer and is committed to excellence through diversity in its staff. We strongly encourage all qualified individuals to apply.