

Summer Camp Part-Time Employee Job Description

Title: Counselor

Reports to: Director

Job Summary: Supervision of assigned children and implementation of educational and recreational activities as planned by the Director of Nicolet Recreation Department's Camp at the Hills.

Qualifications (preferred but not necessary): Experience with school age children (grades K4 – 6th); Strong skills in organization, developing and implementing activities, leadership, and group directing; Training and/or education in the areas of recreation, physical education, and/or elementary education.

Responsibilities include but are not limited to:

Maintaining daily attendance reports

Keeping track of all children at all times and ensuring their safety

Preparing for, facilitating and supervising children in all their daily activities, during special events, and on field trips

Assisting the director and assistant directors as needed in accordance with all policies, standards, and philosophies developed by the Nicolet Recreation Department

Attending all required staff meetings

Submitting a program evaluation at the end of summer camp

Salary: \$8.00 - \$12.00/hr

Dates: Monday – Friday, June 24 – July 26 from 12noon – 5:30pm. Counselor hours vary.

Location: Nicolet High School, Glendale, WI

Contact: Nate Brooks, Assistant Recreation Director
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On-line registration: <https://rec.nicolet.k12.wi.us>
