



# WCE SUMMER DAY CAMP COUNSELOR

Do you have a passion for working with children? Are you looking for a fun and rewarding summer job?

Westborough Community Education is seeking energetic, creative, and responsible **COUNSELORS** to be part of our team at our growing Summer Day Camp!

The **COUNSELOR** is a part-time, seasonal position, operating Monday through Friday, 25 - 37.5 hours per week depending on enrollment. There are full day, AM, and PM shifts available. The Summer Day Camp runs from June 24th through August 9th, 2024. *This position may require additional days and hours outside of those listed above for camp planning, trainings, and events.*

### Some of the responsibilities include:

- Assist Head Counselor in supervision and management of sub-camp group throughout daily activities
- Actively participate and engage with campers during daily activities and special events
- Encourage campers, counselors, CITs, and Jr. Staff to participate in all activities
- Report all accidents, incidents, and student concerns immediately to appropriate supervisor and complete necessary documentation
- Maintain and care for all program areas and supplies and ensure that campers treat all equipment and supplies responsibly
- Support Camp Director and Assistant Camp Director with camper drop-off and pick-up
- Be a positive role model for campers
- Maintain high standards of health, safety, and cleanliness in all activities
- Responsible for the welfare, health, safety, and whereabouts of every child in the program
- Ensure camper to counselor ratios are maintained at all times
- Ensure that all required standards and guidelines set forth by the Westborough Board of Health are met
- Participate in camp emergency drills and continue to revisit crisis and risk management procedures
- Attend required orientation, trainings, and daily morning meetings for camp staff
- Any other relative duties as assigned

### Qualifications

- Must be at least 16 years old
- At least one year experience working with school-age children, preferably in an after school or group setting
- Passion and interest in working with children in an academic and recreational setting

### To Apply

Please complete and submit the online application at [www.westboroughcommunityed.com/employment-opportunities](http://www.westboroughcommunityed.com/employment-opportunities)

For questions, please contact Brianna Chaves, *WCE Summer Day Camp Director*, at [chavesb@westboroughk12.org](mailto:chavesb@westboroughk12.org)

*Westborough Community Education is a self-supporting department and runs under the auspices of the Westborough Public Schools. Westborough Community Education is dedicated to providing high-quality programming and lifelong learning opportunities to our community members through our Extended Day Program, Enrichment Programs, and Summer Programs. All revenue generated from programs run by Community Education is given to support the Westborough School District's general fund.*