

# Counselor job description

BackPR

## Position

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- Title: [Counselor]
- Reports to: [program director or site lead]
- Location: [site address]
- Dates and hours: [dates, days and times]
- Pay: [\$ per hour]
- Type: [seasonal, part-time or full-time]

## About the job

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[Program name] is looking for caring, energetic counselors to lead a group of [ages] children through [activities]. You'll keep kids safe, help them try new things and make sure every child feels welcome.

## What you'll do

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- Supervise a group of [number] children at all times, with headcounts at every move.
- Lead games, crafts, sports and other activities, and help plan new ones.
- Help children solve conflicts and follow the code of conduct, using positive behavior guidance.
- Follow safety, emergency, pickup and medication procedures.
- Notice and report injuries, illness and any concerns about a child's safety, including suspected abuse or neglect.
- Greet families at drop-off and pickup, and share how the day went.
- Keep attendance and incident records.
- Set up, clean up and take care of equipment.
- Take part in staff training and meetings.

## What you need

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- At least [18] years old [or 16 for junior counselors]
- Experience with children, such as babysitting, coaching, tutoring or teaching
- First aid and CPR certification, or willingness to get it before you start [at our cost]
- Pass a background check and any other checks [your state] requires
- Patient, dependable and calm under pressure
- Able to communicate clearly with children and families [in English; Spanish is a plus]

## Nice to have

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- Lifeguard certification
- Skills in art, music, sports, science or the outdoors
- A second language

## Physical demands

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This job means being on your feet and outdoors for much of the day, often in hot weather. You must be able to [walk long distances, run, lift up to 25 pounds, sit on the floor and respond quickly in an emergency], with or without reasonable accommodation. If you need an accommodation to apply or do the job, contact [name].

## How to apply

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Send [a resume or our application] to [email] by [date]. Questions? Contact [name]. [Program name] is an equal opportunity employer.

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Free to use and change, but not legal or medical advice. Check your state's licensing rules and your insurer's requirements, and have a lawyer review any consent or waiver language.

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