

Project Extend Summer Program
Afternoon Counselor
Job Description

Qualifications

- Must be at least 14 years of age by the start of the program.
- Experience in supervising youth.
- Must be available for essential dates and times the program is in session and for orientation.
- Must be able to obtain working papers if under age 18.
- First Aid certification preferred.
- Compliance with pre-employment drug screening required.

General Description of Responsibilities

Responsible for overseeing a group of youth participants during the program. Responsible for planning and implementing a variety of recreational activities in a safe setting. All responsibilities performed under the direction of the Group Supervisor.

Essential Responsibilities

- Accountable for safety supervision of participants during program hours.
- Plan and implement activities for program participants.
- Instruct and encourage participants during all activities.
- Supervise off site trips and activities and special events.
- Assist Township of Ocean pool facility staff while at the facility to provide a safe setting for participants.
- Attend to all necessary record keeping as instructed by Supervisor or Program Coordinator.

Other Responsibilities

- Staff shirts are provided and are to be worn on a daily basis.
- Perform miscellaneous duties or tasks as assigned by Supervisor, Program Coordinator or representative of the Department of Human Services of Ocean Township.

Essential Dates for 2012 Season

Program Dates: July 2 – August 10, Mondays – Fridays.

Daily Hours: Project Extend 11:45 a.m. – 6:00 p.m.

Staff Orientation: Wednesday, June 27, 9:00 am – 1:00 pm (West Park Rec.)

Thursday, June 28, 9:00 am – 1:00 pm (West Park Rec.)

Staff must be present on both dates of orientation.