

**Town of Smithfield,
North Carolina
Employment Opportunity**



Camp Counselors

Seasonal / Temporary

KEY QUALIFICATIONS:

Individuals must be highly motivated, creative, energetic, organized, have leadership skills, and be able to communicate effectively with administrative staff, co-workers, children and parents. They must have the ability to solve problems as they arise and must possess basic knowledge of a variety of age appropriate activities or skills applicable to camp age range. Must be 18 years or older. Experience working with children in a camp or educational setting is preferred.

ESSENTIAL FUNCTIONS:

Camp counselors will plan and implement daily activities, oversee transitions to and from activities, and facilitate and participate in activities with campers. Camp counselors also support the administrative staff with daily operations, such as checking campers in and out, to ensure the camp runs smoothly and that all campers are having a good time in a safe and nurturing environment. Camp Counselors are expected to carry out job duties in a safe manner in accordance with all Town, department and regulatory policies and identify any unsafe situations and/or work hazards and report them to their supervisor. They are expected to maintain clean work and play areas, set-up and break-down equipment, and administer first aid as needed and properly document each incident.

Camp Counselors are required to actively participate in training and planning prior to the start of camp and are required to attend the first aid/CPR training that will be held on a TBD date in May.

Job Type: Seasonal/Temporary; Daily hourly schedule varies Monday-Friday between 7:30am-5:30pm based on program and staffing needs. Must be available for the full 8 weeks of camp, which is June 12 through August 11, 2023. Employee in this position will work less than 1,000 per year. Employee will not qualify for Town benefits.

Beginning Wage: \$10.00-\$12.00/hour; depending upon experience
Date Posted: February 1, 2023
Closing Date: Open Until Filled

Qualified applicants may obtain an application at the Smithfield Town Hall, 350 E. Market Street, Smithfield NC 27577 or via the Town's website www.smithfield-nc.com/jobs. All applications should be submitted to HR via in-person at Town Hall, faxed to 919-989-8937, emailed to tim.kerigan@smithfield-nc.com, or mailed to Town of Smithfield, HR Department, PO Box 761, Smithfield, NC 27577.

This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C.20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

EEO/ADA Employer