



Position Title: **Camp Counselor (ages 7-15)**

Last Updated: February 2026

Reports To: Director of Summer Programs

Status: Part-Time Seasonal
Non-exempt-hourly

Schedule: Monday – Friday 8:30 AM to 4:30 PM

Benefits: Not benefit eligible-except for sick time per the MA Sick Time Law

Summary Description:

Motivated, enthusiastic counselors who will be positive role models and develop supportive relationships with youth. Counselors motivate campers, encourage them to set and achieve goals, gain new skills, and make positive choices. Counselors work as part of a team to deliver programming that centers around social and emotional learning through traditional camp activities including sports, games, and a variety of learning opportunities.

Essential Functions:

- Organize team games such as soccer, softball, lacrosse, tennis, and basketball, explaining the rules and acting as referee or umpire throughout the game
- Lead activities such as crafts and art, demonstrating various techniques and encouraging children to come up with ideas
- Communicate with parents, providing updates where required and answering questions about the camp
- Check on children with medical needs to ensure they have taken any required medication
- Providing guidance, motivation, and support to all camp visitors

Additional Responsibilities:

- Required to wear proper attire, consistent with camp's dress code at all times and to maintain positive attitude and appearance in accordance with camp standards
- Must maintain high level of personal hygiene and cleanliness at all times
- All camp employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All camp employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Other duties as needed or assigned

Qualifications:

- Belief and a strong passion for the mission of the Williston Summer Program
- High energy, lively intelligence, and enthusiasm for the camp experience
- Experience, ideally, as a counselor, coach, or tutor
- First aid training to be able to respond to minor injuries or illnesses

Qualifications continued:

- Health and safety knowledge to help keep all campers safe
- Leadership skills to guide and motivate campers
- Interpersonal skills to build positive relationships with campers
- Must be able to work intuitively and independently
- Careful listener, warm personality, with a good sense of humor
- Have excellent integrity and demonstrate good moral character and initiative with a professional demeanor
- Must have the ability to work in a camp and school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Regular and consistent attendance and punctuality is required as a condition of employment

Physical Qualifications:

The person in this position:

- Will regularly communicate with other staff, vendors, visitors in person, via phone, email, etc. and must be able to convey accurate information
- Can remain in a stationary position for extended periods of time, i.e., standing/sitting
- May need to bend, lift (up to 30 lbs.), push, kneel, crouch, crawl, stoop
- Will use hands and fingers for manipulation of equipment or tools
- Will use specific vision abilities required include close vision, distance vision, color vision and depth perception

Working Environment:

- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities
- The employee may be exposed to wet or humid conditions
- The employee may be regularly exposed to noisy environments
- The employee may be exposed to dusty environments
- The employee will spend extended periods of time outdoors

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.