



2017 Employment Opportunities – Part-time Seasonal Positions for StroudKids Camp

All StroudKids Camp positions are required to work up to nine weeks during the summer including one week of training, Monday – Friday; perform daily preparation and clean-up tasks as assigned by your supervisor; maintain a clean and friendly facility at all times; complies with facility rules for the safety of our staff, campers, and maintenance of the facility; complies with all Stroud Region Open Space & Recreation Commission (SROSRC) rules, regulations, and procedures.

Site Director (ages 21+)

Assists the camp director with the planning, organizing, and scheduling of camp activities, special events, guest speakers, supplies, and materials; oversees the daily operation of camp at their assigned site and supervises their staff, campers, and outside service staff; communicates maintenance needs and assigns staff daily cleanup tasks; communicates with the Camp Director, facility host, and parents; participates in weekly site director meetings and hosts daily staff meetings

- Must have at least 3 years of experience working with children
- Must have at least 3 years of experience supervising staff
- Reports to and follows direction from the Camp Director

Assistant Site Director (ages 21+)

Assists the site director with daily operations of their assigned camp site, supervision of their staff, campers, and outside service agencies; oversees the Leaders in Training (LIT) program, plans daily activities, tasks, and special events for LIT campers. Coordinates LIT guest speakers, trainings, off-site community service opportunities; meets weekly with other assistant site directors and participates in daily staff meetings

- Must have at least 2 years of experience working with children
- Reports to and follows direction from the Site Director

Counselors (ages 18+)

Assists with the planning and implementation of daily activities, games, etc. with campers in their assigned group; collaborate with other counselors and follow the daily camp schedule; responsible for the care and supervision of all campers; communicate with parents at all times; notify site director of behavior issues or incidents; complete behavior and incident reports, as needed, and review with site director

- Experience working with children
- Reports to and follows direction from the Site Director and Assistant Site Director

Before and After Camp Counselors needed for times before and after regular camp hours; all responsibilities that are listed above for counselors plus staff will have to open and close facilities; responsible for the care and supervision of campers; staff shifts will be scheduled by the camp director and site director

Assistant Counselor (ages 16+)

Assists the counselors at their camp site with the preparation and set-up of daily activities; participates in daily activities with campers as assigned

- Willing to learn and multi-task
- Reports to and follows direction from the Site Director and Assistant Site Director

Expectations for Staff:

- Work hours are Monday - Friday as assigned by the Camp Director; may require early mornings and evenings
- Plan and carry-out fun and educational activities
- Demonstrate positive leadership skills and works well with all staff
- Be respectful to participants, parents, coworkers, and supervisors
- Need to multi-task and work in an active outdoor environment in various weather conditions
- Be able to lift at least 25 pounds or more
- Valid Driver's License
- Be punctual and committed to work all 9 weeks
- Complete tasks as assigned and show initiative
- Respond to an emergency situation and perform emergency procedures

**Opportunities to work throughout the year for SROSRC may be available to employees who demonstrate commendable work performance, based on exemplary employee evaluation and supervisor recommendation*

Qualifications: specific qualifications relate to each position, refer to the job description for more information. All certifications and clearances are required to be secured by the employee (at their own expense) prior to start date, and maintain valid through duration of seasonal employment with SROSRC.

Certifications must be obtained every 60 months (www.KeepKidsSafe.pa.gov). Returning employees that have current clearances need to affirm that nothing has changed

- PA Child Abuse Clearance visit www.compass.state.pa.us/cwis
- PA Criminal Record Check for Employment visit <https://epatch.state.pa.us/>
- FBI Fingerprint Check visit <https://www.pa.cogentid.com/index.htm> (Dept. of Human Services)
- American Red Cross Adult/Child CPR/AED and First Aid Certifications (training may be available)
- Mandated reporter course certificate (training will be available)

Application Procedures:

1. Visit www.srosrc.org to download application (Employment page)
2. Submit completed application, resume, and copies of all certifications and clearances
3. Mail to or drop off to the SROSRC office, located in the Day Street Community Center, 15 Day Street, East Stroudsburg, PA 18301