

## **Job Description**

**Department:** Recreation  
**FLSA:** Seasonal, Non-Exempt  
**Salary Range:** \$16- \$18 per hour

**Job Title:** Recreation Counselor  
**Reports to:** Recreation Director  
**Date:** December 10, 2025

### **General Definition of Work**

The Recreation Counselor creates a positive, fun, and engaging program experience by assisting in planning and implementing activities, supervising children, program aides, and supporting a safe and welcoming environment. Counselors work closely with other recreation staff to deliver daily programming and support participants' needs.

### **Qualification Requirements**

- Must be 18 years of age or older by start of employment.
- CPR and First Aid certificates (must be certified prior to the start of the park program).
- Must be authorized to work in the United States.
- Ability to pass drug screening, background checks, Pennsylvania Child Abuse History Certification.
- Experience with children is required.

### **Essential Duties**

- Provide daily leadership and supervision to program aides and children.
- Assist in planning age-appropriate recreation, arts, and outdoor play activities.
- Lead recreational activities, arts projects, and outdoor play.
- Ensure safety protocols, behavior expectations, and positive environment standards are followed.
- Responsible for safeguarding all park equipment and supplies.
- Communicate daily with the Recreation Teacher Lead regarding needs, incidents, and successes.
- Effectively promote and communicate program activities with children and parents.
- Participate in and assist with pre-season staff training.
- Model respectful, inclusive, and supportive behavior.
- Maintain participant safety and follow established procedures.

### **Required Knowledge and Skills**

- Ability to recognize unsafe conditions or situations and immediately report it.
- Ability to communicate with associates, children and parents in a professional manner.
- Knowledge of the Township's recreation policies and procedures.
- Ability to communicate and carry out written and verbal instructions effectively in English.
- Ability to regularly report to the job at assigned times and perform assigned duties.

### **Education and Experience**

- High school degree or GED.
- Experience with children.

### **Physical Requirements**

- Work regularly requires using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking, speaking or hearing and reaching with hands and arms and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching, grasping, and depending on the functional area of assignment, tasks may involve the ability to exert light physical effort usually involving some pushing, pulling, and lifting of objects and materials of medium weight (up to 50 pounds).

- Specific vision abilities required include close vision and ability to focus.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.

**Work Environment**

- While performing the duties of this job, one may be exposed to wet, humid conditions. Frequently exposed to outdoor weather conditions; and extreme heat or cold during outdoor activities.
- The noise level in the work environment is usually moderate to loud.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations. The position shall be appointed by and serve at the pleasure of the Board of Commissioners.