



Town of North Hempstead
“Yes We Can” Community Center



Recreation Aide: Summer Day Camp Counselor

The Town of North Hempstead “Yes We Can” Community Center is looking for a Recreation Aide: Summer Day Camp Counselor to work in the Town of North Hempstead’s Summer Day Camp. **If interested in the position, please email a resume and cover letter to:**

yeswecan@northhempsteadny.gov.

GENERAL STATEMENT OF DUTIES

The Recreation Aide: Summer Day Camp Counselor plays a critical role in the successful execution of the Town of North Hempstead’s Summer Day Camp. The Recreation Aide: Summer Day Camp Counselor is responsible for providing a safe and positive environment for youth members, while performing various duties as required.

COMPLEXITY OF DUTIES

This position involves routine duties performed along well-defined lines of procedures.

TYPICAL DUTIES

1. Ensure the health, safety, and well-being of participants in the Center by always providing appropriate supervision.
2. Perform specific scheduled assignments, including but not limited to:
 - a. Fill out membership applications and issue cards.
 - b. Set up and maintain recreation, fitness, and sports equipment.
 - c. Issue and collect equipment and supplies.
3. Maintain discipline and enforce the Center’s policies and procedures.
4. Accurately maintain Center documentation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Ability to interact effectively with youths during the summer camp program.
2. Ability to interact effectively with both adults.
3. Ability to clearly express ideas within groups.
4. Ability to accurately maintain records and prepare reports.
5. Ability to effectively follow oral and written instructions.
6. Ability to establish and maintain effective working relationships with associates and the community.

MINIMUM QUALIFICATIONS

High school diploma or equivalent

Salary

\$17.00 an hour

Updated: 2/14/2024