



## TOWN OF MILTON, VERMONT 05468-3205

Recreation Department • 43 Bombardier Road • 802-893-4922 • FAX: 893-1005

### **Job Posting - Camp Inclusion Counselor** **Milton Recreation Department**

The Town of Milton Recreation Department is seeking a Camp Inclusion Counselor for the Milton Recreation Summer Day Camp. The Summer Day Camp is a popular summer camp located in Milton's Bombardier Park. With weekly themes, field trips, outdoor activities, and indoor crafts, this camp offers something for all children.

The Camp Inclusion Counselor is a camp counselor position that will give additional support to campers with special needs or disabilities, ages 7-12. This position orients, monitors and leads children through the day-to-day operation of camp. Candidates must be effective communicators with children and adults with the ability to transition groups of children effectively. This is a collaborative team, consisting of three other counselors and the Recreation Director and Assistant Director. The Camp Inclusion Counselor will be expected to assist the other counselors with programming, planning, and cleaning. Counselors must be dependable and committed to work through the entire summer. The camp runs Monday-Friday for (10) ten weeks, starting June 14. Daily schedule will be 9:00am – 5:00pm. Compensation is \$14 - \$17 per hour DOE.

#### **Minimum Qualifications:**

- Must be 18 years old
- Previous experience working in a day camp setting or teaching children with special needs
- College course work in special education or related field
- Must be able to swim
- Strong interpersonal and problem solving skills
- Effective communicator with children and adults
- Ability to transition groups of children effectively
- An engaging and energetic positive attitude

#### **The Summer Camp Inclusion Counselor will be responsible for:**

- Working directly with campers who have physical and/or cognitive disabilities
- Interacting with parents and paperwork completion, including weekly reports
- Ensuring the safety of campers
- Maintaining confidentiality of parents, children and staff
- Ensuring all attendance and camp records are completed
- Orienting, monitoring and leading children in various activities
- Leading children through the day-to-day operation of camp, including set up and clean-up of equipment and supplies for camp activities
- Maintaining equipment and inventory
- Supervising and leading various activities, games and crafts for campers
- Enforcing rules and regulations
- Providing first aid treatment as necessary
- Reporting and appropriately dealing with discipline problems, accidents, and other incidents
- Communicating all issues and concerns to the Lead Counselor and/or the Recreation Director, and parents as appropriate.

To apply, please complete a Town of Milton Employment Application at [www.miltonvt.gov/employment](http://www.miltonvt.gov/employment) and email a resume and cover letter to John Bartlett, Director of Human Resources at [jbartlett@miltonvt.gov](mailto:jbartlett@miltonvt.gov). Position is open until filled; priority given to applications received by July 12. The Town of Milton is an equal opportunity employer.