

DOWNINGTOWN AREA RECREATION CONSORTIUM

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SUMMER PLAYGROUND COUNSELOR IN TRAINING/VOLUNTEER JOB DESCRIPTION

JOB TITLE: COUNSELOR IN TRAINING &/or GRAD REQUIREMENT VOLUNTEER

**DEPARTMENT: RECREATION REPORTS TO: PLAYGROUND LEADER &
ASSISTANT DIRECTOR**

**LOCATION: DARC Main Office - 114 Bell Tavern Road, Downingtown, PA 19335
Playground Sites - various schools & parks in the DASD**

COMPENSATION: No compensation given. It is a voluntary job that will enable you to get practical experience working with children.

PURPOSE: To assist the Playground Leader and Assistant Leaders in the coordination of the Summer Playground Program. The regular camp hours are 9:00AM to Noon, Monday thru Thursday. Responsible for the planning, promoting, organizing and administrating of comprehensive indoor and outdoor playground activities. Help in the development of a balanced schedule of events to supplement the activities planned by DARC. Everyone is asked to do a variety of tasks on a daily basis: preparing crafts, organizing games, setting up supplies, interacting with the children, and being a positive role model.

JOB RESPONSIBILITIES:

1. Attend and participate in playground preparation training programs and staff meetings as scheduled.
2. Report to work and be prepared to receive the participants at the daily starting time. A check in and out procedure will be followed by parents or guardians requiring them to sign their child(ren) in and out each day. Report any children not on the weekly attendance sheets to the DARC Office to verify their enrollment status. Counselor's in Training (CIT's) are required to work a ***minimum of three days per week*** throughout the Summer Playground Program. CIT's are asked to report to work on each Monday of the playground season so that parents of campers will be able to meet the entire staff.
3. Set a work schedule with Playground Leader by the end of the first week of playground, including anticipated vacations.
4. Help supervise participants and facilities at all times:
 - a. Maintain supervision of the entire facility and enforce all playground rules and regulations. ***Keep the playground areas safe and clean at all times.***
 - b. Maintain discipline. Refer any problems that you cannot resolve or that are regularly recurring to the Playground Leader.
 - c. Assist the site Leader with the filling out of necessary disciplinary action forms and submit them to the Director within 24 hours of occurrence.

5. Plan, demonstrate, teach and lead a balanced weekly program schedule. DARC will provide the theme of the week calendars and supporting activities, but the Leader, Assistant Leaders, and Counselor's in Training are responsible with planning other activities each and every day. Be prepared by planning rainy day activities that **DO NOT** include the use of a TV/DVD/VCR.
6. Assist in keeping an accurate inventory of all supplies and equipment.
 - a. Maintain an inventory of all supplies and equipment.
 - b. Meet with the Leader to make sure requisitions for further supplies and equipment are turned in at least a few days prior to the activity.
7. Work with the other Leaders & Assistant Leaders to develop effective leadership skills, organizational skills, discipline &/or control of the children and situations, etc.
8. Assure the proper maintenance of the facility and that the structures, areas, and equipment are always in clean and safe condition. Report any areas of concern and/or damage that may have occurred as soon as possible.
9. Attempt to instill in the participants a sense of respect for each other and the property through the activities and your actions as an example or role model.
10. Assist other staff members in various jobs assigned to help the program run smoothly.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

*Ability to understand, remember and follow oral and written instructions.

*Ability to work independently without constant supervision.

*Ability to learn and perform new tasks. Show initiative to perform new tasks without direct supervision.

*Ability to establish and maintain harmonious relations with the public and all employees.

MINIMUM QUALIFICATIONS:

Age: Must be 14 or 15 years of age or have approval of the Director.

Experience: Leadership role with school age or pre-school children, e.g. scouting, coaching, bible school, volunteer work, etc.

Essay: Write and submit a short essay with your application explaining why you want to become a CIT and what you hope to achieve.