



Job Posting – Parks & Recreation  
Day Camp Counselor/Program Staff

**Pay Range:**

\$14.00 per hour. Seasonal from May-August, up to 40 hours per week.

**Duties:**

- Assist with the development and implementation of weekly schedules for the assigned Day Camp group.
- Organize and lead a variety of small and large group activities each week. Activities may include crafts, nature, songs, games, opening and closing ceremonies, swimming, etc.
- Identify and respond to Camper behavior issues.
- Ensure that the site is kept clean, organized and free of litter.
- Communicate with parents about participant's experiences and report concerns to Camp Leadership.
- Communicate effectively with the children of all ages, parents, guardians and fellow staff.
- Assist in maintaining accurate program records including incident reports, documentation, and daily attendance.
- Know and understand all emergency procedures associated with the Day Camp program.
- Know, enforce and follow all safety guidelines associated with the Day Camp and all program areas. This includes but is not limited taking necessary safety precautions and knowing Campers' whereabouts at all times.
- Other Camp related duties as assigned

**Requirements:**

- Must be at 16+ years old by the start of camp on June 15, 2026.
- Previous experience as a camp counselor preferred, but not required. Experience working with children in a daycare, babysitter, tutor or coaching setting a plus.
- Must be willing to wear a swim suit daily and be comfortable in chest-deep water.
- Positive attitude and strong verbal/written communication skills when interacting with campers, parents and other staff.

**Deadline to Apply: May 2, 2026 or until filled.**

Please complete **both** the **Day Camp Supplemental Questionnaire** and **City of Berkley Employment Application**.

**For returning camp employees, please contact HR directly for a returning seasonal application.**

Please submit a completed application and to Human Resources Director Jessica Stover at [hr@berkleymi.gov](mailto:hr@berkleymi.gov) .  
Applications can be downloaded on the City website located at: <https://www.berkleymi.gov/employment>

**EEO/ADA Statement:**

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Berkley does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 658-3356 or [Jstover@berkleymi.gov](mailto:Jstover@berkleymi.gov) if auxiliary aids or services are needed. Reasonable advanced notice is required.