



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 16, 2025.
- 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, 2025 or until filled.

Please complete both the Day Camp Supplemental Questionnaire and Application.

Please submit a completed application to Human Resources Director Jessica Stover at 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 if auxiliary aids or services are needed. Reasonable advanced notice is required.



SUMMER DAY CAMP STAFF QUESTIONNAIRE

Name: _____ Date: _____

Phone Number: () _____ Email address: _____

I will be over 16 years of age by June 16, 2025: _____ Yes _____ No

Shirt Size for Staff Shirts: S M L XL XXL

Our Pre-Camp Staff Training Schedule begins in Mid-May and camp runs June 16th through August 14th.

Dates you will be available: Start work for this summer _____ End work _____

How many hours per week would you prefer to work? _____

Will you be taking any classes (including Driver's Ed) this summer and what days/times? _____

Are you hoping to take a vacation this summer that would require days off? _____ If so, when? _____

You are required to submit three written recommendations representing former job or volunteer experience and may not be written by persons related to you. These should be indicative of your character, personality, leadership & knowledge of recreation skills. List the persons & their job title who will be submitting these recommendations.

1. _____

2. _____

3. _____

I hereby authorize an investigation of my past employment activities and statement contained in this questionnaire and release from all liability and responsibility, all persons, companies, or corporations supplying such information. I understand that such information may include a record of disciplinary action assessed by previous employers and hereby release such parties from any obligation to provide me of any written notification of such disclosure.

Signature _____ Date _____

The answers to the foregoing questions are true and correct to the best of my knowledge. I understand that falsification of statements on this questionnaire may be considered a cause for dismissal. I understand that as a part of normal employment procedure, an inquiry may be made concerning information on my character, general reputation, credit, personal characteristics and mode of living.

Signature _____ Date _____

