

# Minimum Qualifications:

* Must be 16 years of age

# East Haddam Parks & Recreation

1 Plains Road

P.O. Box 385

East Haddam, CT 06423 Phone: 860-873-5058

Email: parkandrec@easthaddam.org Website: [www.easthaddamrec.com](http://www.easthaddamrec.com/)

**LEARNING LAB COUNSELOR JOB DESCRIPTION**

* Previous camp or child care experience preferred
* Desire and ability to work with children in a learning setting
* Ability to accept supervision and guidance
* Ability to assist in online learning requirements of each child as well ability to assist in teaching an activity
* Enthusiasm, sense of humor, and patience
* Ideal candidates will be college students (education majors a plus)

**Job Description:** To provide general guidance, support, and leadership to an assigned group of young learners under the direction of the Recreation Director.

**Typical Responsibilities and Duties:** The following list is not a complete list, but reflects typical responsibilities and duties. Counselors are expected to perform all duties as requested:

* Uphold all policies, philosophies, and safety guidelines of East Haddam Parks and Recreation
* Supervise and assist participant with their distance learning program
* Assist all staff in carrying out activities planned in their specific area and supervising young learners
* Be responsible for the welfare of each individual in assigned section and do everything possible to pro- actively solve problems
* Work with young learners to foster a respect for East Haddam Park and Recreation property and instill a civic duty to keep the learning lab facilities clean
* Assist campers with organization and proper storage of personal items to prevent loss
* Participate in all learning lab activities and events
* Assist in brainstorming and organizing activities for learners during breaks from online classroom learning
* Some duties may be reassigned and other duties may be assigned as required

# Essential Functions:

* Ability to communicate with staff, parents, and children as well as provide necessary instruction to participants
* Visual and auditory ability to identify and respond to environmental and other hazards
* Counselors are role models for young learners - be a great one that they will remember.

Reviewed 8/2020