

**Barrington Municipal Recreation Department - 2017**

**POSITION:** Day Camp Counselor

**SUPERVISOR:** Program Coordinator

**AUTHORITY:** Supervision of day camp and playground programs  
Make recommendations on program content  
Administer day camp and playground programs

**DUTIES AND RESPONSIBILITIES:**

Prepare daily program activities  
Administer daily programs  
Prepare, plan and implement special guests, theme days  
Purchase necessary supplies for programs as needed through the program coordinator  
Submit all receipts to the recreation director  
Weekly program evaluations  
Weekly staff meetings  
Assist with community events such as beach bash, marathon half marathon event (all day) and exhibition recreation department events  
Report any problems and accidents to the Program Coordinator

**WORK WEEK:** 40 hours / week

**SALARY:** \$10.70 / hour

**STARTING DATE:** June 26, 2017

**FINISHING DATE:** August 25, 2017

**NOTE:** All interviews will take place on April 25, 26, 28, between the office hours of 8:00 am – 4:30 pm.

**ONLY THOSE WHO WILL BE INTERVIEWED, WILL BE NOTIFIED.**

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