Town of Branford Job Description:
Animal Camp Counselor

Location / Department	Dan Cosgrove Animal Shelter / 749 East Main Street
Reports To:	Animal Camp Manager
Position Status:	Seasonal, Hourly, Non-Exempt
Weekly Hours:	Not to exceed 1000 annually
Salary Classification:	N/A
Affiliation:	N/A

Position Summary/Purpose:

Under close supervision of the Animal Control/Animal Camp Manager, Program Supervisor, and Camp Manager, an Animal Camp Counselor will assist in implementing age-appropriate recreational activities and programs, support the direction of a camp showcase performance for campers. This includes assisting full time staff in running all camps, programs, activities, special events and other duties. Work effectively with other counselors and staff to provide high quality activities and programs. Must be strong with being able to lead groups in varies settings

Essential Functions and Responsibilities
The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Provide a safe, well supervised, positive and engaging environment for all programs and activities.
- Lead by example, be a positive role model and have a superb attitude
- Attends mandatory meetings and training sessions as scheduled.
- Act immediately and appropriately to the secure safety of participants in the event of emergency.
- Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
- Ability to enforce policies while providing a high level of customer service to the public.
- Arrives prepared and on time for work and consistently demonstrates service excellence.
- Foreseeing hazards and taking steps to control them for the safety of the public.
- Ability to inform participants and or their parents about activities and programs.
- All other duties as assigned and appropriate.

Minimum Required Qualifications
Education, Training and Experience:
- Must be at least 18 years of age
- CPR/First Aid/AED (offered during training)
- Ability to communicate effectively with children and adults
- Ability to remain alert, attentive, and responsible
- Ability to be a team player

Physical Demands:
The physical demands describe here are representative of these that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations many be made to enable individuals with disabilities to perform the essential functions.
- The ability to react to emergency situations by quick movements, strenuous activity and on occasion assist or lift persons in distress of various weights.
- Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.
- Required to remain alert to dangerous situations while sitting, standing or walking for various lengths of time.

Staff Development
- Ability to communicate effectively with children and adults
- Ability to remain alert, attentive and responsible.
- Attend scheduled departmental meetings, in-service trainings and mandatory town staff trainings.
- Adhere to all Town of Branford policies

Work Environment:

The work environment characteristics describe here are representative of those an employee encounter while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works near mechanical moving parts. The employee is exposed to wet and dry conditions, fumes, toxic and caustic chemicals.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)