

— WAYNESVILLE PARKS AND REC —

THE TOWN OF WAYNESVILLE IS AN EQUAL OPPORTUNITY EMPLOYER WITH A MISSION TO PROMOTE QUALITY RECREATION FOR ALL CITIZENS OF THE WAYNESVILLE AREA BY PROVIDING RESOURCES FOR THOSE WHO SEEK TO IMPROVE THEIR QUALITY OF LIFE THROUGH RECREATION



Multiple Applicants

CPR/First AID preferred

\$14-15/hour

SUMMER CAMP COUNSELOR



Have a memorable summer with us as a summer camp counselor for Waynesville Parks and Rec!
Join us from June 8th to August 7th creating lasting memories for everyone!

SBI background check to be completed upon hiring

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(828) 456-2030

CLASS TITLE: PART-TIME SUMMER CAMP ASSISTANT



Date: **January 6, 2026**

From: **Town of Waynesville- Human Resources Department**

RE: **Part-Time Summer Camp Counselor (Assistant)**

Department: **Parks & Recreation/Seasonal Summer Camp Program**

Salary: **\$14 -\$15/hour - Monday through Friday – schedule varies**

POSITION OVERVIEW

The Summer Camp Assistant plays a vital role in creating a safe, engaging, and fun camp experience for youth participants. Working under the direction of the Programs Supervisor and Programs Specialist this position supports the daily operation of camp programs by assisting with activities, ensuring participant safety, and providing excellent customer service to campers and families.

This is a seasonal, part-time position requiring energy, creativity, and the ability to work well with children and as part of a team.

This position has been identified as a role that requires a North Carolina SBI criminal history record check based on responsibilities involving work with individuals under 18 years of age. The results of this record check will be used in the hiring decision for this position.

DESCRIPTION OF CLASS

The purpose of this class is to perform the job of summer camp counselor (assistant) in an efficient and effective manner by observing department operational procedures, be prepared daily to provide courteous and professional customer service, and to perform related duties as assigned. This class works according to set procedures under close supervision of the Program Supervisor. This position carries additional responsibility

CLASS TITLE: PART-TIME SUMMER CAMP ASSISTANT

related to interaction with public and decision-making requirements over that of the Summer Camp Assistant.

KEY RESPONSIBILITIES

The Tasks listed below are those that spend the majority of time spent working in this class. Management may assign different tasks related to the type of work of the class as necessary.

- Support the Program Supervisor and Programs Specialist in the daily operation and success of Parks and Recreation summer camp programs.
- Participate in staff training and planning sessions before and during camp.
- Welcome campers and families with a positive, enthusiastic attitude.
- Assist with set-up, facilitation, and supervision of camp activities, games, and special events.
- Help ensure rules and expectations are clearly communicated and consistently followed established by Programs Supervisor and Specialist.
- Provide camp information and updates to parents/guardians as needed.
- Administer basic first aid and CPR in the event of an emergency (training provided if not currently certified).
- Apply positive behavior management techniques to promote a safe, inclusive, and enjoyable environment.
- Maintain clean and organized program spaces.
- Lead or assist with outdoor recreation opportunities such as hiking, kayaking, tubing, paddle sports, and environmental education.
- Communicate regularly with the Programs Supervisor, Programs Specialist, and/or designated staff about camper progress, program needs, and any concerns.
- Perform other duties as assigned.

SPECIAL REQUIREMENTS

- Must be at least 16 years of age
- Must possess a valid driver's license
- Must possess CPR and First Aid Certifications (can be provided by the Town of Waynesville)
- Ability to work effectively with children, parents, and staff in a positive and professional manner

PHYSICAL AND DEXTERITY REQUIREMENTS:

- Ability to walk, stand, and participate in activities for extended periods.
- Comfortable assisting or leading outdoor recreation activities in varying weather conditions.
- Able to lift and carry up to 50 pounds on a recurring basis.

CLASS TITLE: PART-TIME SUMMER CAMP ASSISTANT

WORK ENVIRONMENT & EXPECTATIONS

- Work is primarily outdoors, requiring adaptability and energy.
- Position requires frequent decision-making and problem-solving in a dynamic, fast-paced environment.
- Must demonstrate good judgment, teamwork, and leadership skills.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities.

JUDGMENTS AND DECISIONS:

Responsible for guiding others, requiring frequent decisions affecting co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures but with many variations from the routine.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Apply online at: <https://www.surveymonkey.com/r/townofwaynesvilleapplication>

Or scan the QR Code to apply online:



Interested applicants may submit an application to:

Town of Waynesville,

Brittany Angel, HR Coordinator

Human Resources Department

16 S. Main Street, Waynesville, NC 28786

Or via email to bangel@waynesvillenc.gov

Applications will be accepted until filled