

The poster has a rustic, outdoorsy theme. The top section is a torn piece of brown paper with the title in large, dark green, block letters. Below this, the background is a dark green field with scattered green leaves and two small, stylized maps of the town of Waynesville. The bottom of the poster features a brown, textured ground line with green bushes. The text is arranged in a clear, hierarchical manner, with the title at the top, followed by a call to action, then the details of the position, and finally the town's mission statement and contact information at the bottom.

Waynesville Parks and Rec

SUMMER CAMP LEAD COUNSELOR

Join the Adventure!

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

- **Multiple Applicants**
- **\$16-17/ hour**
- **CPR/First AID required**
- **SBI background check to be completed upon hiring**

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

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CLASS TITLE: PART-TIME SUMMER CAMP ASSISTANT



Date: January 6, 2026

From: Town of Waynesville- Human Resources Department

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

Department: Parks & Recreation/Seasonal Summer Camp Program

Salary: \$16 - \$17/hour - Monday through Friday – schedule varies

POSITION OVERVIEW

The Town of Waynesville Recreation and Parks Department is seeking energetic and responsible individuals to serve as Part-Time Lead Summer Camp Assistants. This position plays a key leadership role in supporting camp operations, ensuring a safe and fun environment, and providing outstanding service to campers and families. Lead Assistants work under the supervision of the Program Supervisor, Programs Specialist, and carry additional responsibility for decision-making, communication with parents/guardians, and oversight of camp activities.

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 (lead 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

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related duties as assigned. This class works according to set procedures under close supervision of the Program Supervisor. This position carries additional responsibility 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.

- Heavily assist the Program Supervisor and Programs Specialist with planning, organizing, and implementing summer camp programs.
- Participate in staff training and contribute to the development of camp activities.
- Welcome campers and families with a positive and professional attitude.
- Introduce and lead games, activities, and camp programming throughout the day.
- Clearly communicate and enforce camp rules and expectations along with camp staff, Programs Supervisor, and Programs Specialist.
- Share camp schedules and updates with campers and families.
- Administer basic first aid and CPR if needed (training provided if not already certified).
- Apply consistent and positive behavior management techniques.
- Maintain a safe, clean, and organized camp environment.
- Lead team-building, environmental education, outdoor recreation, and leadership activities.
- Communicate regularly with parents/guardians regarding camper experiences and behavior.
- Provide updates to the Program Supervisor or designee regarding daily activities and participant needs.
- Assist with off-site trips and transportation as needed.
- Perform other related duties as assigned.

SPECIAL REQUIREMENTS

- Must be at least 21 years of age.
- Must possess a valid driver's license with a safe driving record.
- Ability to drive a passenger van for off-site trips.
- CPR and First Aid certification required (training can be provided by the Town of Waynesville).
- Strong leadership, communication, and problem-solving skills.
- Ability to work effectively with children, parents, and staff in a team-oriented environment.

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PHYSICAL AND DEXTERITY REQUIREMENTS:

- Ability to walk, stand, and participate in activities for extended periods.
- Willingness to participate in and lead outdoor recreational activities such as hiking, kayaking, paddle sports, tubing, and more.
- Comfortable working outdoors in varying weather conditions.
- Able to lift and carry up to 50 pounds on a recurring basis.

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:

Position involves frequent decision-making and guiding others, balancing established procedures with flexibility in dynamic camp settings.

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