

**TOWN OF STERLING**  
**RECREATION PROGRAM COUNSELOR**

Department:	<b>Recreation</b>
Reports to:	<b>Recreation Director and Recreation After School Coordinator/Summer Camp Coordinator</b>
Supervision	<b>None</b>
Position Status:	<b>Non-Exempt</b>
Weekly Hours:	<b>Varies by Program Schedule</b>
Salary Classification:	
Date Approved	<b>October 2025</b>

**Position Summary/Purpose:**

The purpose of this position is to provide direct supervision, guidance, and support to children participating in the Town of Sterling's **After School Program** and **Summer Camp Program**. Recreation Program Support Staff are responsible for ensuring a safe, engaging, and inclusive environment for all participants.

This position works under the direction of the **Recreation Director and Recreation After School Coordinator/Summer Camp Coordinator** and is focused solely on child interaction and activity facilitation. No administrative or clerical responsibilities are included in this role.

**Essential Job Functions:**

*(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.)*

- Supervise and actively engage with children during daily program activities, including games, crafts, sports, free play, and enrichment activities.
- Ensure a safe and respectful environment by enforcing program rules and behavior expectations.
- Assist in leading group activities as directed by the Coordinator.
- Help transition children between program areas (indoor/outdoor, activity to activity, arrival and dismissal).
- Report any behavioral concerns, incidents, or injuries to the Coordinator promptly.
- Monitor children for health, safety, and well-being throughout the program day.
- Assist with cleaning up activity areas and returning materials to designated storage.

**Other Functions:**

- Provide general support to ensure smooth program operation as directed by supervisory staff.
- Participate in staff meetings and training sessions.
- Perform similar or related work as required or as situations dictate.

**Minimum Required Qualifications:**

### Education, Training and Experience:

The qualifications required would generally be acquired with a High School Diploma or enrollment in high school (minimum age 16). Experience working with children in a group setting (e.g., babysitting, camps, classroom assistance, youth sports) is preferred.

### Special Requirements:

- Must pass a background check and any applicable youth program clearances.
- CPR/First Aid Certification preferred (training may be provided).
- Must be able to maintain appropriate boundaries and professionalism when working with children.

### **Knowledge/Skills/Abilities**

- Ability to interact with children in a positive, patient, and engaging manner.
- Strong communication and teamwork skills.
- Ability to follow directions from supervisors and respond appropriately in emergency situations.
- Physical ability to participate in active play and outdoor recreation.
- Dependability and a willingness to be flexible to meet program needs.
- Ability to maintain confidentiality and uphold safety protocols.

### **Job Environment:**

- Work is performed in both indoor and outdoor settings, including school buildings, playgrounds, fields, and recreation facilities.
- Regular contact with children, staff, and parents/guardians.
- May involve moderate physical activity, standing for long periods, and exposure to seasonal weather conditions.
- Must be comfortable working in a busy and sometimes noisy group environment.

### **Physical and Mental Requirements:**

#### Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions			X	
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related – extreme heat/cold		X		
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

#### Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting		X		
Talking and hearing				X

Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, and/or crawling		X		
Reaching with hands and arms			X	
Bending, pulling, and/or pushing		X		
Running/playing with Children			X	

#### Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

#### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)		X		
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

#### **Vision Requirements:**

- ☒ X ☐ Close vision (i.e. clear vision at 20 inches or less)
- ☒ X ☐ Distance vision (i.e. clear vision at 20 feet or more)
- ☒ X ☐ Color vision (i.e. ability to identify and distinguish colors)
- ☒ X ☐ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- ☒ X ☐ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)

*(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. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this position.)*