

WELLFLEET RECREATION DEPARTMENT

SUMMER RECREATION COUNSELOR – JOB DESCRIPTION

Position: Summer Recreation Counselor

Objective: Supervise children during multiple activities with enthusiasm, kindness and competence.

Dates of Employment: June 29 – August 14, 2026

Schedule: Mon-Thurs 8:30-12:30, or 8:30 – 3:30, 8:00 - 3:30 for some field trips

- Occasionally required to arrive earlier or stay later with notice.
- Employee **must** be available for any orientation. It is anticipated to be on 6/24 or 6/25 (schedule changed due to if CPR/First Aid certification is needed.
- **All Employees are REQUIRED to work at the Wellfleet Road Race on July 5, 2026 7:30 a.m. - 12 p.m.**

Experience, Qualifications, Skills required:

- Positive, outgoing and enthusiastic behavior
- Availability to work all 7 weeks of the program preferred
- First Aid/CPR (*must be an active certification*)
- Experience working with children and managing groups of children preferred

Key responsibilities include:

- Ensuring all administrative requirements are completed in a timely manner
- Participating in staff meetings and in-service training sessions
- Representing the Wellfleet Recreation Program in a positive and professional manner
- Auditory and visual ability to respond to critical incidents
- Ability to perform routine first aid tasks.
- Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior techniques.
- Specific Responsibilities:
 - Adhering to the weekly schedule at day camp, including planning and leading activities.
 - Help the campers with daily self-maintenance tasks: i.e., collecting lunches upon arrival at camp and eating lunch together; helping your campers prepare for swimming; and being sure all personal belongings get home each night.

- Offer guidance in-group and camp-wide activities.
- Keep camp supplies and equipment in good shape, including putting them away when finished with a project.
- At all times be aware that you are a "model" to all campers and to other staff. No drinking, smoking, or drugs at any time.
- Participate in all training activities that are provided by the camp that aids in personal growth and skill development (including pre-camp orientation).
- Overall safety of program participants
- Actively interacting with parents and students

Salary Range: \$17 - \$20 per hour/commensurate with experience and certification level.

Please complete and submit the information listed below if you are seeking employment with the Wellfleet Recreation Department for the 2026 summer season, including those of you who have previously worked for the Department:

- Town of Wellfleet Job Application [Employment Application - Wellfleet](#)
- Cover letter which includes a written summary of experience working with children and special skills or experience that would be beneficial to the program
- Current CPR and First Aide Certifications (offered through Rec at Wellfleet Fire department)
- IF HIRED, please be prepared to provide the following:
 - Valid working permit and immunization records for all applicants 18 and under.
 - Birth Certificate (All applicants must be at least 15 years of age)

All applicants will be required to interview before being hired.

Please return printed applications and cover letters to the Recreation Department as soon as possible to the following address:

Wellfleet Recreation Department
300 Main Street
Wellfleet, MA 02667

Or by email to:
Recreation@wellfleet-ma.gov