



## **Summer Camp Counselor Expectations & Responsibilities**

The Cromwell Recreation Department is seeking responsible, energetic, and dependable individuals to serve as Summer Camp Counselors. Counselors play a critical role in ensuring a safe, inclusive, and enjoyable camp experience for all participants.

### **General Responsibilities:**

- Supervise and engage campers at all times, ensuring their safety and well-being
- Actively participate in daily activities, games, and trips
- Serve as a positive role model by demonstrating appropriate behavior, language, and attitude
- Assist with setup, cleanup, and organization of camp materials and spaces
- Follow all Cromwell Recreation Department safety policies and procedures
- Communicate effectively with supervisors, fellow staff, campers, and parents

### **Camper Supervision & Safety:**

- Maintain appropriate camper-to-counselor ratios at all times
- Conduct regular headcounts and attendance checks
- Enforce camp rules consistently and fairly
- Report all injuries, incidents, or behavioral concerns to a supervisor immediately
- Assist with emergency procedures and drills as required

### **Professional Expectations:**

- Arrive on time and prepared for all scheduled shifts
- Must be available for the duration of camp as well as two weeks prior for staff training.
- Wear appropriate attire as designated by the Recreation Department
- Refrain from personal phone use during camp hours unless authorized
- Maintain confidentiality regarding campers and staff
- Demonstrate teamwork, flexibility, and a positive attitude

### **Qualifications & Requirements:**

- Must be at least 16 years of age
- Prior experience working with children is preferred
- CPR/First Aid certification required; offered during staff training
- Ability to work outdoors in various weather conditions
- Ability to follow instructions and take initiative when appropriate



**Cromwell Recreation Department**  
**2026 Summer Camp Counselor Application**

Position Applying for: \_\_\_\_\_

Please Print Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Are you at least 16 years of Age? \_\_\_\_\_

Do you have experience supervising:  Age 3-5  Age 5-6  Age 7-9  Age 10-13  None/Not listed

How did you find out about us?  Newspaper  Online  Friend/Family

Education:

(High School) \_\_\_\_\_ (Grade Level) \_\_\_\_\_

(College) \_\_\_\_\_ (Years Completed/ Degree) \_\_\_\_\_

Relevant Certifications:

  

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Clubs or Program involved with (in or out of school);

Program Name	Position Held	Grade in Club	Supervisor
_____	_____	_____	_____
_____	_____	_____	_____

Employment History (Two Most Recent):

Name and Address	Dates	Position Held	Reason for Leaving
_____	_____	_____	_____
_____	_____	_____	_____

List 3 References (Not Related to You):

Name:	Address:	Phone:	Business:
_____	_____	_____	_____
_____	_____	_____	_____

Return **completed** application to the Cromwell Recreation Department, 41 West Street, Cromwell, CT 06416 or by email to [recreation@cromwellct.com](mailto:recreation@cromwellct.com)  
[cromwellrec.com](http://cromwellrec.com) ~ 860-632-3467