

# Summer Camp

## Counselor-in-Training Job Description



**Summer 2026 Positions:** Counselor-in-Training

**Location:** [Buhl Park](#), Hermitage PA

**Application Deadline:** Open, until positions are filled

### **Position Overview:**

In partnership with the City of Hermitage, Buhl Park provides a six-week, outdoor day camp program for children entering grades 1 to 6. Counselors-in-Training (CIT's) assist Lead Counselors and Counselors conducting a variety of activities, games, hikes, crafts, etc. with the goal of creating fun experiences for campers that motivate them to make friends and be active outdoors. Individuals must be engaging, patient, creative and enjoy working with children in an outdoor setting.

**Dates:** The program runs June 8 - July 17 with paid training June 2 - 4

### **Qualifications:**

- Minimum age of 15
- Experience or interest in working with children ages 6 -12 in informal setting including day camps, youth programs, sports, etc.
- Background or strong interest in sports, crafts, outdoor recreation, elementary education, etc.
- Ability to obtain First Aid/CPR training.
- Ability to handle outdoor and physical activities, stand and walk for long periods of time and lift weight in excess of 20 pounds.

### **Performance Responsibilities:**

Counselors-in-Training: assigned to a small group of children, in partnership with a Counselor or Lead Counselor

- Assist in supervising campers including maintaining a safe and positive learning environment.
- Maintain supplies needed for day camp programs.
- Maintain cleanliness of shelters and equipment used by campers.
- Ability to work well with volunteers, staff and interns, as well as guests presenting programs.
- Monitor children at all times to stay aware of their needs and to maintain all aspects of their safety (physical, mental, social, emotional).
- Know and review all emergency and illness policies and procedures.
- Remain calm and objective when under pressure or when challenged by others.

A Counselor-in-Training position is considered a mentorship position. Candidates must be willing to accept instruction and training from senior staff in:

- Implementing age-appropriate day camp programs for children ages 6-12
- Preparing materials
- Leading activities
- Addressing behaviors
- Any other counselor related responsibilities and duties

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**Terms of Employment:** Seasonal position/part-time. Pay is \$9 per hour.

The work schedule for this position is Monday – Friday, 8:30 AM – 3:30 PM

Occasional weather-related cancellations may occur, or staff may occasionally be sent home if the grade is grossly overstaffed.

**Time off:** Staff may take up to five days off unpaid during the camp season. Time-off requests must be declared at the time of hiring for scheduling purposes. Additional unpaid time off may be considered on a case-by-case basis for emergencies.

### **Reports to:**

Director of Environmental Education (Buhl Park) Katie Nowland (katie@buhlpark.org) and  
Director of Recreation (City of Hermitage) Jessica Gotch (jgotch@hermitage.net)

### **Application Process:**

Complete the online application ([www.buhlpark.org/event/summer-camp/](http://www.buhlpark.org/event/summer-camp/)) and submit your resume.

These positions include direct supervision of children and require clearances and background checks. If under the age of 18, the FBI fingerprint requirement is waived.

- Pennsylvania Child Abuse History Clearance ([More Info Here](#)).
- Pennsylvania State Police Criminal History Clearance ([More Info Here](#)).
- Federal Bureau of Investigations (FBI) Criminal History Clearance ([More Info Here](#)).

Instructions for obtaining clearances as an employee can be found at:

<https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances.html>

Selected candidate(s) will be required to complete the following trainings as part of their employment:

- Mandated Child Abuse Reporter Training ([self-led](#))
- Child and Adult First Aid and CPR (valid for 2 years, offered during orientation)

