



**Vacancy Announcement**  
**Part Time Day Camp Counselor**  
**Pay Rate: \$8.75 per hour**  
**Location: Wheeling**

The City of Wheeling is in search of a part time Day Camp Counselor.

**Basic Function and Responsibilities:**

- Lead recreational and educational activities (such as swimming, hiking, or crafting)
- Escort and oversee children
- Educate campers through games and explorations
- Set up and maintain equipment
- Resolve occasional fights between children and address behavioral issues
- Make sure all safety rules are followed
- Perform first aid or take care of injuries as needed
- Keep accurate incident logs

**Basic Requirements/Qualifications:**

- Must be 16 years of age or older
- Prior experience working as a Camp Counselor or similar role working with children preferred
- Patient and reliable
- Organizational and communication skills
- A love for children
- Energetic and positive personality, but strict when needed
- Ability to meet the physical demands of the job (strength and stamina to follow strenuous activities like hiking, running, crouching or carrying children)
- Adhere to all Wheeling Parks & Rec Dept policies
- First aid- and CPR-certified preferred

**Applications must be submitted through the City of Wheeling's applicant portal. You may view detailed job descriptions and complete an application by visiting the City's website at <https://www.wheelingwv.gov/departments/HumanResources> and selecting the "current job openings" link.**

*The City of Wheeling is an Equal Opportunity Employer and prohibits discrimination in any aspect of employment. The City shall provide equal opportunity to all qualified employees and applicants for employment without regard to race, creed, color, sex, religion, national origin, age, disability, veteran status, political affiliation or other characteristics protected by law. In addition, the City complies with applicable state and local laws governing non-discrimination in employment. The City will take positive action to ensure fulfillment of this policy in all areas of employment.*