



JOB DESCRIPTION

Job Title: Camp Counselor/Seasonal Assistant

Revised: 4/10/26

Reports to: Community Outreach Coordinator and Programs & Services Director

Approval Date: 4/14/26

Purpose: The Camp Counselor/Seasonal Assistant is a limited term position at the Humane Society of Southern Wisconsin (HSSW). They are responsible for assisting the Community Outreach Coordinator with preparatory duties for Camp Unleashed such as planning activities, gathering supplies, etc. They are responsible for executing camp activities and ensuring the campers have a safe and educational experience. When they are not performing Camp Counselor duties, they are responsible for assisting in other departments at HSSW as needed. This could include assisting the Adoptions Department with activities like answering phone calls, emails, and showing adoptable pets to potential adopters, assisting in the Dog or Cat Care Departments with activities like cleaning of enclosures, walking dogs, and feeding pets, or assisting the Housekeeping Department with laundry, dishes, and other shelter cleaning activities.

Essential Duties and Responsibilities

Camp Unleashed Duties

- Supervise the safety of campers at all times.
- Coordinate, lead, and participate in camp activities.
- Teach and supervise campers according to camp plans/protocols including games, crafts, activities, guest speakers, etc.
- Help maintain the health and welfare of animals involved in camp activities.
- Provide feedback to Community Outreach Coordinator through each session.
- Effectively and respectfully communicate with camp parents, HSSW staff, and campers.
- Maintain a clean and organized environment wherever camp activities take place.
- Ensure a fun, educational, and safe environment and experience for all Camp Unleashed participants.
- Assist with set up and clean up of all camp activities.

Adoptions Department Duties

- Assist Adoption Counselors with portions of the Adoptions Process, such as introducing potential adopters to animals, processing adoption applications, and collecting payment.
- Field general inquiries from public, always maintaining a calm, courteous and helpful manner.

- Assist the public with questions about behavioral concerns, either at the shelter or by phone.
- Sell additional merchandise including leashes, collars, pet tags, ID chips, harnesses, etc.
- Cash handling

Cat & Dog Care Department Duties

- Assist Cat Care/Dog Care Assistants with cleaning and maintaining all kennels in a timely manner, providing proper animal husbandry while following approved procedures and using appropriate products.
- Assist Cat Care/Dog Care Assistants with feeding all pets their required diet and in the appropriate rations.
- Assist Cat Care/Dog Care Assistants with fulfilling enrichment activities for all pets.

Housekeeping Duties

- Assist Housekeepers with laundry and dishes.
- Assist Housekeepers with cleaning non-animal housing areas of the shelter including the bathrooms, break room, lobby, & visiting rooms.
- Assist Housekeepers with bringing in, sorting, and putting away donations.

Communication with the Public

- Comply with all HSSW policies, procedures, and protocols.
- Field general inquiries from public, always maintaining a calm, courteous manner when asked.
- Assist with retaining and training volunteers as appropriate.
- Assist with opening duties and closing duties as appropriate.
- Observe HSSW dress code.

General Duties

- Ensure the cleanliness and organization of assigned work area including daily removal of trash and clutter and restocking of supplies.
- Maintain inside and outside of building in a clean and orderly manner.
- Repair or report any broken or damaged equipment in a timely manner.
- Restock all work areas.
- Handle all animals in a safe and humane manner.

Internal Communications

- Advise appropriate shelter staff about animal medical or behavioral concerns.
- Monitor inventory of supplies and notify appropriate personnel when supplies are needed.
- Answer questions from other staff and volunteers in a calm and courteous manner.
- Other duties as assigned by your supervisor.

Qualifications

- Must be able to bend up and down frequently.
- Must be able to use cleaning products.
- Valid driver's license and a good driving record preferred.
- Understand and support the values, philosophies, and policies of HSSW.

- Must be able to lift and carry 50lbs safely.
- Acquire and possess a thorough understanding of - and dedication to - the philosophies of animal welfare.

Minimum Required Education and Experience

- High school or equivalent.

Work Environment

Must be able to work in an environment where animals are consistently present. Must be willing to work irregular hours, weekends and holidays as needed. Must be able to tolerate loud working conditions.

Disclaimer

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by management as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as, and do not create, employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature

Date