



JOB DESCRIPTION

POSITION TITLE: Camp Counselor

DEPARTMENT: Public Services –
Leisure Services

REPORTS TO: Recreation Supervisor

FLSA CATEGORY: Non-exempt

EMPLOYMENT CLASSIFICATION: Seasonal

PAY TYPE: Hourly

RANGE: LS – Range 1

LATEST REVISION DATE: 2/2015

POSITION SUMMARY

The Camp Counselor is responsible for planning and coordinating daily recreational activities for program participants. The Counselor is responsible for providing a safe, fun and comfortable atmosphere for all, while instilling the six pillars of character and incorporating the benefits based program model.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes, leads and supervises activities performed each day.
- Checks facilities and play areas on a daily basis for unsafe situations.
- Reports all significant events, problems, issues or occurrences to immediate supervisor.
- Observes and follows safety rules at all times.
- Develops positive relationships with program participants, their families and the general public.
- Reports to work on time each day and remains at the site until closing, unless otherwise directed by supervisor.
- Assures the safe keeping of all equipment.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work with school age children.
- Ability to participate in a variety of activities.
- Ability to lead – good leadership qualities.
- Ability to assist children when needed – good physical condition.
- Ability to interact with parents/guardians when necessary.

REQUIRED EXPERIENCE, EDUCATION AND TRAINING

- High school diploma or equivalent.
- Prior experience in programming activities for children preferred.
- Current CPR, First Aid and AED certification or must be able to obtain certifications.

Other Requirements

- Must be at least 18 years of age.
- A commitment to working with school age children in a recreational setting, as well as the ability to work with diverse populations is required.
- Must have transportation to and from work site.

PHYSICAL DEMANDS

- Position is performed outdoors. Must be able to work outdoors up to eight (8) hours a day.
- Position includes physical activity as needed to assist children and/or respond to incidents.

CAMP SEASON

- Camp runs from mid-June through late August.
- Time commitment: Up to 40 hours each week.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the Village reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.