



JOB DESCRIPTION

POSITION TITLE: Camp Counselor

DEPARTMENT: Parks, Recreation & Forestry

REPORTS TO: Recreation Supervisor

FLSA CATEGORY: Non-exempt

EMPLOYMENT CLASSIFICATION: Seasonal

PAY TYPE: Hourly

RANGE: LS – Range 1

LATEST REVISION DATE: 1/19

POSITION SUMMARY

The Camp Counselor is responsible for supervising camp participants during course of the day. Camp Counselors plan and coordinate daily recreational activities for program participants. Counselors are responsible for providing a safe, fun and comfortable atmosphere for all, while instilling the six pillars of character.

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

QUALIFICATIONS

Must be at least 18 years of age with high school diploma or equivalent. Current CPR, First Aid and AED certification or ability to obtain prior to start. Prior experience working or volunteering with school age children preferred. Must have transportation to and from work.

PHYSICAL DEMANDS

Some duties require the employee to work under extreme weather conditions and environmental conditions of work site; be exposed to hazardous work environments; work outdoors and in an office setting. The job requires the employee to climb ladders, walk and stand for extended periods across rough terrain and move heavy objects.

CAMP SEASON

The Summer Camp Season runs from Early June to the end of August. The time commitment for this position is 40 hours/week Monday through Friday.

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.