

## **Position Description**

**Title:** Pre-School Camp Counselor (Seasonal)

**Immediate Supervisor:** Children's Coordinator

### **General Purpose of Position:**

Responsible for implementing structured and unstructured hands-on activities for the campers including running games, running theme special events, storytelling, and implementing "counselor's own" programs etc. Also includes all on-site chaperoning for campers in all facilities such as the pool, gym, playground, Lovitt Building and off-site field trips. Must insure proper and safe usage of equipment and facilities and overall camper safety per the guidelines set forth by the Recreation Children's Coordinator.

### **Essential Functions:**

- 1) On-site group leader for all daily activities including running games, events, storytelling, and implementing custom "counselor's own" programs.
- 2) On-site direct chaperone and supervisors of campers during all events and at all facilities including pool, gym, playground, Lovitt Building and off-site field trips.
- 3) Responsible for direct and safe supervision of all assigned campers in assigned age group; Never leave group unattended and never be alone with a camper.
- 4) Responsible to always be alert to possible hazards and unsafe practices; correct immediately and report any concerns to Children's Program Coordinator.
- 5) Assist to insure cleanliness of facilities.
- 6) Attend all mandatory trainings and daily morning meetings as assigned.
- 7) Help make the environment fun, enjoyable and educational for co-workers and campers.

### **Other Duties:**

Perform other duties as required, requested or necessary.

CAMP COUNSELOR

**Minimum Requirements for Entry to Position:**

Must be at least 18 years of age. Preferred to have some working knowledge of children ages 3-5 years.

**Special Qualifications:**

Strong public relation skills; ability to work effectively, efficiently, and extensively with a wide range and variety of people; ability to troubleshoot problems with public, staff and co-workers in a diplomatic and effective manner.

Be free of felony convictions.

Must remain free of drug and alcohol abuse.

Must support the city and department's policies and procedures.

Must maintain supervisor's trust and confidence to make proper decisions.

**Physical Requirements Not Obvious from Essential Functions:**

Must demonstrate a pattern of reliable and predictable attendance.

Must be able to be certified in CPR and basic first aid.

Must be able to use emergency equipment such as fire extinguishers and AED's (Automatic Electronic Defibrillators).

Must be able to effectively and quickly handle and/or evacuate the building in an emergency circumstance.