

SUMMER CAMP COUNSELOR
Pulaski County

Department: Parks and Recreation

Supervision Exercised: Supervision of other staff depends on assigned duties

Supervision Received: Parks and Recreation Director and/or Summer Camp Supervisor.

Classification (FLSA): Non-Exempt, Part-Time, Seasonal

AGE REQUIREMENT: Preferred is 18 or above

REQUIRED TESTING/SCREENING AND CERTIFICATIONS: Drug & Alcohol Testing, Background Screening & Driving Record Required as well as CPR and First Aid (dependent upon responsibilities).

Essential Employee: No

Work Hours: Up to Forty (40) hours/week for approximately ten weeks

ESSENTIAL FUNCTIONS: Camp Counselors must be highly qualified to supervise large groups of children in both an indoor and outdoor setting to ensure campers safety while conducting activities. Counselors are also responsible for collecting camp fees, frequent cleaning of camp related areas providing first aid and handling general inquiries from parents. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

RESPONSIBILITIES:

- Enforce and adhere to all rules and regulations pertaining to summer camp
- Collect weekly program fees from parents, mainly on Monday of each week
- Routinely perform security checks of park surroundings to ensure participant safety
- Assist other staff with various camp related projects
- Administer first aid in the event of an injury
- Record all accidents in full detail on the accident report forms and report to summer camp supervisor or Program & Activities Manager
- Suggestion of camper activities to onsite supervisor
- Ensure the safety of all participants at all times
- Administration of camper activities in a safe and orderly manner
- Periodic daily cleaning of all associated facilities and equipment
- Participate in training's pertaining to CPR and First Aid skills as deemed necessary
- Assist in applying sunscreen to young campers as deemed necessary by camp director
- Supervision of campers during field trips

KNOWLEDGE SKILLS AND ABILITIES:

- Ability to work cordially and professionally with staff members and the general public
- Ability to make monetary transactions and issue receipts related to weekly camp fees
- Ability to keep accurate head counts on all children under direct supervision at all times
- Ability to be professional, alert, courteous, and tactful with others
- Knowledge of all emergency procedures and perform daily facility security checks
- Ability to follow directions, arrive to work on time, and perform duties in specified time frame
- Ability to work with and be supervised by peers of similar age

ADA REQUIREMENTS: Position requires frequently lowering position of self to the floor using a variety of methods and maintaining that position to achieve work objectives; ability to frequently traverse surroundings; ability to extend position of self to gain access to objects, such as those on a shelf or small distance from self, ability to frequently remain stationary in an upright position; moving items weighing up to 50 pounds. This position also requires the continual use of one's ability to observe details at close range or at a normal distance in their surroundings and the ability to perceive sounds and communicate information accurately and understandably with others in the work environment.

EDUCATION AND EXPERIENCE:

- Minimal educational requirement is current enrollment in high-school
- Current enrollment or college graduate applicants are preferred
- Previous related experience working with children is preferred
- Certification in CPR and First Aid is preferred or may be required based on level of supervisory responsibility

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develops and sets own personal goals for acquiring new skills and job growth
- Participates in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

SUMMER CAMP COUNSELOR

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date