

SUMMER CAMP COUNSELOR

Pulaski County

Department: Parks and Recreation

Reports to: Parks and Recreation Director and Summer Camp Director

Supervision Exercised: Supervision of other staff depends on assigned duties

Supervision Received: Work is performed under regular supervision. Employee will undergo a six month orientation period and will be evaluated at the end of the six month term. Employees will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt, Part-Time, Seasonal – Up to Forty (40) hours/week for nine weeks

ESSENTIAL FUNCTIONS: The Pulaski County Parks and Recreation Department hosts a summer camp at Randolph Park and Central Youth Center. The Randolph Park camp occurs five days per week, spanning ten hours per day for nine weeks during the summer. Central Youth Center Camp is a part time camp for five weeks, spanning five hours per day for four days per week. Camp Counselors must be highly qualified to supervise large groups of children in both an indoor and outdoor setting. Work includes supervising large groups of children, ensuring campers safety, conducting activities, collecting camp fees, frequent cleaning of camp related areas, attending to minor and major injuries, and handling general inquiries from parents.

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 director
- Ensure the safety of all participants at all times
- 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
- Additional duties as deemed appropriate by the supervisor

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: Frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 50 pounds. The position also requires constant use of the visual and auditory senses.

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.

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.

Employee: _____

Date: _____