



DATE	December 2022
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Seasonal Camp Counselor
DEPARTMENT/DIVISION: Parks & Recreation
REPORTS TO: Recreation Supervisor

SUMMARY: Under the direction of the Recreation Supervisor and leadership of Camp Coordinator, the Camp Counselor is responsible for coordinating and running daily recreational activities for program participants in a safe and positive manner. The counselor is responsible for providing a diverse, fun, and comfortable environment for all camp participants. The Camp Counselor will be responsible for an assigned group of campers within a specific age range. Activities will include indoor, outdoor, and field trips off-site.

ESSENTIAL JOB FUNCTIONS:

- Consistently exhibit competence, good judgement, and self-control when working with campers by communicating with courtesy, respect, tolerance, and patience
- Provide participants with an environment in which they can feel safe, enjoy wholesome recreation activities, and participate in appropriate social opportunities with their peers to include, but not limited to:
 - Camper pick up
 - Behavior protocols
 - Cleanliness and security of campers and facilities to include restrooms
- Communication with campers, their parents, staff and other patrons. Actively implements, monitors, and evaluates campers and staff during daily activities and field trips for Camp Wonder to include pick up and drop off times. Includes activities, games, crafts, etc. for various themed weeks of Camp Wonder with special care to, but not limited to
 - Water activities
 - Field trip and daily activity ratios
- Responsible for knowing and following all City and Departmental standards, policies, and procedures to include Youth Program Standards of Care with special attention to assisting with, but not limited to:
 - Required camper documents and rule enforcement
 - Camp Checklists, reports, and inventory
 - Familiarity of all camp materials
- Organize, lead and oversee a variety of small and large group activities each week. Activities may include crafts, songs, games, swimming, field trips, parties, etc. To include time spent on the bus with special attention to
 - Active swimming monitoring
 - Camper care, safety, and whereabouts

- Daily area set up, take down, storage, inventory and care of equipment, supplies, activities, etc.;
- Engage in all required trainings and certifications to comply with Youth Program Standards of Care.
- Provide a fun, caring, and engaging environment for all campers and camp staff.
- Perform other functions as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic PC skills and Microsoft applications.
- Knowledge of basic mathematics.
- Knowledge of basic sports, crafts, and other recreational activities.
- Knowledge of Department policies and procedures to include Camp Wonder.
- Skilled in public/employee relations and problem-solving, the ability to make sound decisions quickly and efficiently.
- Skilled in operating standard office equipment such as the computer, sound system, etc.
- Ability to explain and promote camp to the public and maintain a cooperative working relationship with other employees and instructors.
- Ability to communicate effectively both verbally and in writing.
- Ability to comprehend and follow written and verbal instructions.

MINIMUM QUALIFICATIONS:

- CPR Certification, AED Training Certification, and First Aid Certification within 3 days prior to first day of camp.
- Must be 17 years of age
- Must possess a valid Texas Class C Driver's License.

PREFERENCES:

- High School Diploma or G.E.D.
- Bilingual: English/Spanish
- Recreation or summer camp counselor experience.

WORKING CONDITIONS:

- Must have the physical ability to lead and participate in camp activities which include, but are not limited to, swimming, team building initiatives, crafting, physical games, and activities.
- Ability to perform a variety of tasks outdoor in varying climates.
- Perform essential program support to camp activities and programs which may include, but not limited to the following activities: semi-reaching to full-reach overhead, crouching, kneeling, twisting of the waist, shoulders, and legs, and lying on stomach and/or back.
- Must have the ability to physically manage and support children when needed for safety in general camp activities (child weighing 50-150 pounds).

- Frequent standing, talking, seeing, hearing, and manual dexterity.
- Frequently lifting and carrying up to 50 pounds.

CONDITIONS OF EMPLOYMENT:

- Must be able to work varied schedules, mornings, days, evenings.
- Must pass a pre-employment drug test.
- Must pass a pre-employment criminal history check.
- Must pass a pre-employment motor vehicle records check.
- Must possess or obtain CPR/FIRST AID card and obtain AED Training three days prior to the first day of camp.