



Camp Counselors (Seasonal)

Department: Parks & Recreation

FLSA: Non-exempt

Reports to: Events/Programs Coordinator

GENERAL DESCRIPTION

Under general supervision, supervise and lead camp participant groups and assist in aiding program staff with all designated activities for the day camp program.

ESSENTIAL JOB FUNCTIONS

Actively lead participants in all recreation and leisure activities

Teach or assist with camp programs and encourage camper participation

Responsible for knowing the location of your campers at all times unless on a scheduled break

Exhibit professionalism and good character as a positive model to campers

Administer first aid and properly document each incident

Maintain clean work and play areas

Serve snack/meals to camp participants

Enforce camp rules; document incidents

Monitor campers who may have special medical needs

Carry out job duties in a safe manner in accordance with all Town, department and regulatory policies; follow safety procedures.

Identify unsafe situations and work hazards, correct them if possible and report them to Supervisor

Perform related tasks as required

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of Town and departments rules, regulations, policies and procedures; general safety rules and regulations; recreation and program instruction; first aid; ability to observe and work with large groups of children; follow direction and enforce rules; communicate effectively orally and in writing and possess good customer service skills

EDUCATION AND EXPERIENCE

Must have a High school diploma or G.E.D. equivalent and be at least 18 years of age

SPECIAL REQUIREMENTS

Must obtain if do not currently possess First Aid and CPR Training

Preferably a North Carolina or South Carolina's driver's license and be able to maintain a safe driving record

PHYSICAL REQUIREMENTS

Must be able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking at least three to four miles per day, pushing, pulling, lifting, grasping, feeling, talking, hearing and repetitive motions

Must be able to perform light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects

Must possess visual acuity necessary to prepare and analyze data and figures; operate a computer terminal; perform extensive reading; and use measurement devices

Must be able to work in environmental conditions that require both inside and outside work

Must be able to work in conditions that are subject to contact with potentially infectious bodily fluids

Signed: _____

Print Name: _____

Date: _____