

CAMP COUNSELOR

General Statement of Duties

Performs work to plan, coordinate, implement, and supervise safe and structured activities for summer camp participants ages 6-12. An activity counselor must be 18 years of age, have a background in sports and recreation and an active interest in the development of children. He/she must relate well to people of all ages and must be an effective leader of children placed under his/her supervision.

Distinguishing Features of the Class

An employee in this class has primary responsibilities for planning, coordinating and supervising a variety of age appropriate activities for summer camp participants. The activities need to ensure safety, fun, skill development, and personal development for each individual in the group. The counselor will assume responsibility for the safety of those children assigned in their care. Work involves planning a structured daily outline of creative outdoor/indoor activities and local field trips with co-counselors. This employee must exercise extreme tact, courtesy and professionalism in the daily contact with campers and parents. Independent judgment is exercised within the scope of standard operational procedures. Work is performed under the regular supervision of the Recreation Program Supervisor and is checked by observation and by reports.

Knowledge, Skills, and Abilities

Ability to perform daily administrative duties for the camp.

Ability to supervise young children ages 6-12 and handle stressful situations.

Knowledge of the occupational hazards of the work and application of necessary safety precautions.

Knowledge of the athletic and recreation interests of children ages 6-12.

Ability to effectively plan and execute a daily lesson plan of structured activities.

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Fair Labor Standards Act (FLSA) Status

Non-exempt

2015