

GEORGETOWN – SCOTT COUNTY PARKS AND RECREATION

POSITION TITLE: Camp Counselor (Part-Time / Seasonal)

POSITION CLASSIFICATION: Non - Exempt

GRADE: N/A

HOURLY RATE: \$12.00

DEPARTMENT: Youth Programs

IMMEDIATE SUPERVISOR: Camp Supervisor

SUPERVISES: N/A

CHARACTERISTICS OF POSITION: Under the general direction of the Camp Supervisor.

Designs and implements camp activities. Ensures that campers remain safe and engaged. Performs related work as required. Reports to work as scheduled. Must be 14 years of age or older.

GENERAL DUTIES AND RESPONSIBILITIES

Essential: Report to work as scheduled. Plan, supervise, implement, and administer KidzWorld program activities. Demonstrate imagination and resourcefulness in working with children aged 4 - 13 years. Assist Supervisor and other Counselors in preparing weekly attendance reports. Plan and document weekly activities for your designated group. Maintain accurate records. Distribute necessary forms to participants and parents in a timely manner. Turn in all paperwork as dictated by established deadlines. Inform Supervisor or Program Manager of any program concerns. Take daily attendance. Perform Roll Calls per procedure. Assist or lead arts and crafts activities. Assist or lead group games. Maintain a clean and safe site area. Maintain discipline. Respect campers, fellow staff, and parents. Communicate positively with campers, staff, and parents. Supervise children when parents are late for pick-up. Set a positive example for children, volunteers, parents, and other employees. Notify Parks and Recreation maintenance staff on duty of any emergency maintenance issues.

Non-Essential: May assist Camp Supervisor, Program Manager, Recreation Manager, Assistant Director, and Director in any other areas as requested.

QUALIFICATIONS AND REQUIREMENTS

Education, Training, Experience: There are no education requirements. Must have First Aid and CPR Certification. Experience working with children and the public required.

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge: Comprehensive knowledge of age appropriate games and activities.
Working knowledge of general office equipment.

Skills: Communicate effectively with others. Limited computer skills.

Abilities: Ability to adhere to Georgetown – Scott County Parks and Recreation policies and procedures. Ability to communicate effectively both orally and in writing. Ability to complete the following task with or without reasonable accommodations: bicycling, hiking, caving, zip lining, horseback riding, canoeing, kayaking, walking, climbing, running, crawling, being present in the pools, participate in group games, assist in arts and craft projects, and maintain accurate reports. Ability to make decisions and perform under stress when problems arrive.

SPECIAL LICENSING REQUIREMENTS:

First Aid and CPR Certification. Valid Kentucky driver's license required to operate company vehicle.

ADDITIONAL REQUIREMENTS:

Instructions: Very general; must use own judgment most of the time.

Processes: Frequently refines and adapts games and activities to suit the needs of participants.

Review of Work: Work is generally reviewed through oral and written reports.

Analytical Requirements:

Creativity and independent thinking is required.

Work Environment: Inside and Outside.

Availability: Must be able to work scheduled hours.

Physical Demands:

Lifting: Some required (up to 50 pounds). Requires standing walking, running, and sitting.

Use of Equipment: Equipment related to youth activities: balls, ropes, scooters, etc.

Vehicle Operation: Must be 18 years of age or older and have a valid Kentucky driver's license on file with HR before operating a company vehicle.