



# CITY OF DeBARY, FLORIDA

## Employee Job Description

### Summer Camp Counselor – Temporary

<b>Department:</b>	<b>Parks &amp; Recreation</b>	<b>Exempt:</b>	<b>No</b>
<b>Reports To:</b>	Recreation Manager	<b>Pay Grade/Wage:</b>	\$12.00 - \$13.00
<b>Position Type:</b>	Seasonal Full-Time	<b>Hours:</b>	40 hrs/week

**JOB SUMMARY:** Under the direct supervision of the Recreation Manager, employee will perform work in the area of summer day camp. The employee will perform tasks which include leading, supervising and planning a variety of activities for youth. Work on the weekends may be required for planning, inventory or training. Most work is performed outdoors and an employee is exposed to weather conditions including heat. Work is reviewed through periodic observation by the Recreation Manager while in progress and by written review at the completion of summer camp.

#### JOB DESCRIPTION

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

#### DUTIES & RESPONSIBILITIES:

- Assists in planning daily activities including, but not limited to, arts & crafts, indoor and outdoor activities, sports and field days.
- Maintain discipline at assigned area and has limited interaction with parents.
- Maintains accurate records of accidents and disciplinary problems with campers.
- Performs first aid as needed.
- Works with co-workers to problem solve with issues relating to the camp.
- Acts as Lead Counselor in his/her absence.
- Supervises children on field trips, at local parks and/or at the program site.
- Other duties as assigned.

#### QUALIFICATION REQUIREMENTS:

Must have a high school diploma, or equivalent, and one (1) year experience in school, summer camp, or child care setting; or an equivalent combination of related education, training and experience. Must be able to pass a criminal history check and Level 2 national fingerprint-based records check.



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### KNOWLEDGE, SKILLS & ABILITIES:

- Working knowledge of rules and conduct of a variety of activities and crafts.
- Some knowledge of first aid techniques.
- Ability to establish and maintain effective working relationships with co-workers, supervisors and citizens of all ages and diverse cultural background.
- Working knowledge of the chain of command.
- Ability to operate computer, printer, calculator, copier, fax machine and telephone.
- Ability to maintain control of a large group of children for an extended period of time.
- Skill in working with children in an organized environment.

### CERTIFICATES, LICENSES & REGISTRATIONS:

None required.

### WORK ENVIRONMENT/ADA:

The physical demands and work environment here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools or controls. There is a frequent need for the employee to sit, talk and hear. The employee frequently is required to stand, walk and reach with hands and arms. The employee is frequently required to sit, climb and balance, and stoop, kneel, crouch or crawl.

The employee must lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing in the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to extreme heat.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date