**Head Camp Counselor**

**Statement of Duties**

Performs planning, coordinating, and supervising activities for school age children participating in the summer camp program.

Works to anticipate, meet and exceed customer service expectations.

Represents the city in a positive and professional manner.

**Supervision**

Works under the general supervision of the Camp Director.

Supervises Camp Counselors and oversees Counselors in Training summer camp program.

**Job Environment**

Work is performed outside, under varying weather conditions. Noise level may be loud at times. May be exposed to chemical fumes and/or toxic substances, mechanical or electrical hazards, wet or slick surfaces, vomit, fecal matter, bloodborne pathogens and/or infectious diseases.

Makes regular contact with municipal employees and the public. Contact is by telephone and in person.

Errors in the application of assigned duties could result in adverse public relations, negative impact on customers, mismanagement of funds and personnel, safety hazards and could have legal or financial repercussions for the City.

**Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

* Maintains a healthy, safe, and fun environment for camp attendees.
* Plans, organizes, coordinates, and supervises activities for a specific group of children during the summer camp program.
* Responsible for daily schedule of activities, including games, crafts, pool time, lunch, and weekly trips.
* Supervises camp attendees during activities, meals, and free time.
* Responsible for implementing discipline policies.
* Completes “yellow cards” and delivers them to the Camp Director daily.
* Coordinates and provides constructive feedback to Camp Counselors.
* Follows departmental policies and procedures.
* Responsible for enforcing rules and regulations.
* Communicates with parents, providing updates where required and answering questions about the camp.
* Administers first aid, CPR/AED, when necessary.
* Completes incident reports as necessary.
* Reports any issues to Camp Director.
* May perform Camp Director duties in absence of a Camp Director.
* Other duties as assigned.

Recommended Minimum Qualifications

**Education and Experience**

* Must be at least 17 years old
* One year of college preferred
* Previous experience working with children

**Special Requirements**

* Current CPR/AED and First Aid certification OR the ability to obtain certifications

**Knowledge, Ability and Skills**

A candidate for this position should have working knowledge of:

* Camp safety
* Children’s games and activities suitable for camp

or be able to:

* Communicate effectively, orally and in writing with employees and the public
* Enforce regulations firmly, tactfully, and impartially
* Manage multiple tasks in an organized manner
* Interact in a positive and effective manner with children and adults
* Respond quickly and appropriately to any emergencies or accidents that may occur
* Maintain detailed and accurate records
* Execute oral and written instructions in a precise manner
* Assign, direct, and review the work of subordinates
* Lead, supervise and maintain harmonious relationships with subordinates

**Physical and Mental Requirements**

* Position requires the ability to use and prepare camp activity curriculum.
* Prolonged periods in a stationary position.
* Frequently move about inside the recreation facility to access equipment.
* Consistently position self to maintain equipment.
* Exposure to bodily fluids, infectious diseases, and dangerous chemicals.
* Occasionally ascends/descends a ladder.
* Physical strength to move and push/pull an object up to 30 lbs.
* Must be able to move safely over uneven terrain.
* Must be able to work in cold and hot environments.
* Ability to communicate information and ideas so others will understand.
* Ability to observe items at a close range.
* Ability to adjust focus at close and distant vision.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*