



TOWN OF SURFSIDE HEAD CAMP COUNSELOR

DEPARTMENT: PARKS AND RECREATION

NON-EXEMPT

GENERAL DESCRIPTION:

Under general supervision of the Parks and Recreation Supervisor assists in supervising with the athletic and recreational summer youth programs including interacting with children in a camp setting. Work is reviewed through observation and reports for adherence to established policies and procedures.

ESSENTIAL JOB FUNCTIONS:

1. Teaches athletic fundamentals as required and enforce policies, rules, and safety regulations for participants.
2. Acts as the Supervisor's designee in his or her absence.
3. Assists the children in learning crafts, athletics, games, and teamwork.
4. Performs various duties involving the issuance, receipt, storage, and inventory of sports equipment, games, and craft supplies.
5. May perform other duties found in the Recreation Leader job description.
6. Enforces rules and safety regulations.
7. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to communicate orally and in writing to staff and program participants.
- Knowledge of traditional athletic games, arts, and crafts.
- Knowledge and skills in First Aid.

EDUCATION AND EXPERIENCE:

High school Graduate or equivalent. Experience working with children is preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS AND REGISTRATIONS:

CPR Certification.

ESSENTIAL PHYSICAL SKILLS:

- Tasks involve frequent walking, standing, some lifting and carrying of heavy objects of moderate weight (12-20 lbs.)
- Tasks require color, sound, depth, texture, and visual perception and discrimination and oral communication ability.

ENVIRONMENTAL CONDITIONS:

- Tasks may require infrequent exposure to adverse environmental conditions.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Revision History: 3/18/08; 4/24/08; 5/5/08; 4/10/12

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager's Signature:  _____