

Day Camp Counselor

Area:.....Recreation

Position:..... RN-43

Salary Schedule:...non-exempt; seasonal; \$9.50/ hour

Last Update:August, 2016

POSITION SUMMARY

Under direct supervision of the Program Director/Day Camp Director, the Day Camp Counselor is a seasonal, non-exempt position under FLSA. The ability to plan educational activities, lead and plan games, plan and supervise sports and plan arts & craft activities in outdoor or indoor settings are primary responsibilities. Providing supervision and instruction to 5-12 year olds is required. The knowledge of age appropriate activities for 5 – 12 year olds is necessary. This employee must provide a warm and inviting atmosphere and possess a professional and polite manner, along with excellent communication, organizational, and public relations skills. This employee's work schedule traditionally occurs on weekdays between 7 AM and 6 PM.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Effectively and courteously communicate with the public, officials, instructors, and employees of TRC, some of whom may be irate or unreasonable; orally and in writing
- Assist in resolving concerns and complaints from instructors, participants or the general public
- Anticipate potential risks of injury, take measures to remove them, and in the event of an injury, have the ability to implement emergency medical procedures
- Ensure the safety of the children at all times while maintaining a fun and engaging atmosphere
- Interact and develop positive relationships with all children and parents
- Follow the daily schedule of the program and be consistent in all interactions with the children
- Lead and participate in small and large group activities
- Enforce safety rules and assist camp participants in problem-solving issues
- Intervene when children are likely to injure themselves or others
- Take initiative during activities and when handling behavioral issues
- Assist in preparation and maintenance of program materials
- Document and discuss individual child behavior
- Communicate with parents and TRC staff
- Work together as a team with Program Director, Day Camp Director and co-workers to ensure consistent and quality programming
- Know and follow TRC policies and procedures to safeguard the health and safety of the children, including hand washing, sanitary measures, playground rules and rules regarding the use of supplies and equipment
- Be familiar with the children's personal files for any additional requirements or special needs.
- Know the emergency action procedure
- Know and comply with all State Licensing and TRC policies and procedures
- Must be able to work all day outdoors

MARGINAL FUNCTIONS

- Ability to create activities for campers with little or no time for preparation
- Be alert and greet all participants and their parents with a hello and a smile
- Provide parents with any information desired about daily activities
- Clean up all areas after camp use

- Ensure that all lights and HVAC window units are turned off and doors locked at the end of the day
- Obey and comply with all TRC policies and procedures
- Assist other instructors and departments and perform other duties as deemed necessary or assigned

POSITION REQUIREMENTS

Experience: One year of similar or related experience with children is preferred.

Education: A high school diploma or a GED is preferred.

License/Certification: Employee must have a valid driver's license. CPR, First Aid, and AED

Technical Knowledge, Skills and Abilities: This employee must be able to operate computers, calculators, typewriters, and other office equipment. The ability to understand and anticipate problems, to provide participants and co-workers assistance. This employee should possess excellent public relations, organizational, verbal and written communication skills. Ability to enforce department policies and procedures, and to interpret written instructions, reports, and manuals. The ability to establish successful relationships with co-workers, TRC staff, USD 202 officials, the public, and use good professional judgment, honesty, and integrity in decision making.

Problem Solving: Independent problem solving is involved. This employee encounters problems with parent and participant complaints.

Decision Making: Independent decision making is involved. This employee follows the instructions of the TRC Program Director, and makes limited decisions about resolving citizen complaints, and performing daily duties in the most efficient manner.

Supervision: This employee is subject to direct supervision by the Program Director and overall supervision by the Executive Director and may have some supervisory responsibility over the day camp volunteers and counselors in training.

Financial Accountability: The employee is responsible for camp equipment and supplies, and all TRC issued equipment.

Personal Relations: Daily contact with the general public, co-workers, and supervisory personnel.

Core Values: This employee is expected to be honest, fair in his/her dealing with the public, participants, and co-workers, and maintain a reputation that is above reproach. The employee must have a strong emphasis on customer service and good supervision skills.

Working Conditions: While performing the duties of this job, the employee is exposed to outside weather conditions. The noise level in the work environment is moderate to loud. Working in a classroom setting with children ages 5 – 12 years old is the primary environment of this position. Occasionally, deal with stressful situations involving irate or hostile parents.

Physical Requirements: While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is required to walk. The ability to lead and plan activities and games is necessary. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. The employee is subject to pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the requirements of the position and also subject to drug and alcohol testing.

Duties listed are intended only as illustrations of the various types of work performed. 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. 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. The State of Kansas and Turner Recreation Commission are at-will employment jurisdictions.