



Job Title:	Camp Counselor
Department:	Seasonal Facility/Community
Pay Grade:	201
FLSA Status:	Non-Exempt

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This position will be responsible for the daily administration of the Summer Camp Program, including: ensuring the well-being and safety of all participants, administering clubs and activities, providing daily feedback to the site supervisors, filling out paperwork, maintaining daily logs, and maintaining a fun and safe environment for the participants.

ESSENTIAL JOB FUNCTIONS

- Lead campers through hands-on activities, labs, presentations, field trips, and experiments.
- Ensure that campers are supervised and maintain a safe and enjoyable camp environment.
- Maintain a well-organized system to track each camper's medical conditions, as well as, photo release restrictions.
- Keep track of supplies for camp and convey any camp needs to your Supervisors.
- Ensure participants are safe (properly hydrated, playing areas are free of hazards, etc.); perform head-counts of participants throughout the day.
- Follow all protocols found in the camp standard operating procedures.
- Interact and communicate with parents/guardians during drop-off and pick-up times.
- Driving to and from different locations within the agency.
- Carrying and monitoring activity supplies throughout campus as well as off site.
- Performs other duties as necessary.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- High School Diploma or G.E.D.
- Two (2) or more years of experience in a customer service role with direct interaction with adults and children; or any equivalent combination of training and experience.
- Must be at least 18 years of older.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of customer service standards and procedures.
- Knowledge of first aid and CPR procedures.
- Knowledge of RCRC rules and regulations.

- Skill to collect data and maintain routine records.
- Skill to perform basic math.
- Skill to perform first aid and CPR.
- Ability to recognize emergency and dangerous situations and react quickly and calmly.
- Ability to enforce established policies, rules, and regulations.
- Ability to work independently and follow through on assignments with minimal direction.
- Ability to understand and follow oral and written instructions.
- Ability to communicate clearly and concisely, both orally and in writing.

CERTIFICATION, LICENSE, AND SPECIAL REQUIREMENTS

- C.P.R certified
- Must possess a valid Driver's License, and produce an acceptable 10 year driving record.

PHYSICAL DEMANDS

The work involves sitting or standing for long periods as required, may require walking for periodic intervals throughout the day. Reaching above shoulder heights, below the waist or lifting up to 40 pounds, bend, and crouch, reach, hold, grasp and turn objects. The work requires the ability to speak normally, to use normal or aided vision and hearing. Worker may be required to demonstrate an athletic activity or physical exercise.

WORK ENVIRONMENT

Work indoors most of the time. You may occasionally work outdoors when leading activities. Are often exposed to sounds and noise levels that are distracting and uncomfortable, such as music. Work near other people, but usually have a few feet of space separating them from others.

Richland County Recreation Commission has the right to revise this position description at any time, and does not represent in any way a contract of employment.