



Job Title:	Camp Sunshine Counselor
Department:	Seasonal Facility/Community
Pay Grade:	202
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 ensure assist the special needs campers who consist of those who are legally diagnosed with physical, intellectual, and developmental disabilities.

ESSENTIAL JOB FUNCTIONS

- Ensure that all campers and staff are in a safe, fun environment.
- Report any infractions that may violate the safety of campers as well as staff.
- Supervise Camp Sunshine campers in their assigned groups.
- Supervise campers during all daily activities.
- Assist with keeping attendance records.
- Reports all accidents/incidents to your assigned Supervisor.
- Ensure that every camper's special needs are addressed, when necessary.
- Participate in all assigned group activities with campers throughout camp.
- Assist with toileting to include changing diapers.
- Assist with lunch (set-up and clean-up).
- Assist with supervision of all campers on field trips and during special camp activities/events.
- Driving to and from different locations within the agency.
- Interact appropriately with staff members and volunteers in a working team environment with the special needs population.
- Be available to work the duration of camp from start to finish.
- Performs other duties as necessary.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- High School Diploma or G.E.D.
- One (1) year of experience working with the special needs population preferred but not required, or have a willingness to learn and be able to assist with toileting to include diaper changing.
- 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 interact and communicate effectively with children with special needs.
- Ability to provide behavior management and crisis intervention.
- Ability to work as a team member providing services to children with special needs.
- 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 50 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 distinguish colors to observe students and ensure safety, 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. May be exposed to potentially hazardous bodily fluids when assisting students with physical needs. May be required to work in physically hazardous setting when a student is in crisis. 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.