

DAY CAMP COUNSELOR

DEFINITION

Under direction of the Day Camp Specialist or Senior Day Camp Counselor, to monitor and supervise the activities of children in a day camp setting; will be responsible for about 10 to 15 children daily, and perform other related duties as required.

EXAMPLES OF ESSENTIAL DUTIES

Essential duties include, but are not limited to, the following:

1. Leads, directs, and supervises children, ages 6-12, in games, activities, excursions, and other outdoor activities;
2. Observes and monitors children in camp, and responds to unsafe acts or conditions;
3. May administer First Aid;
4. Adheres to City and departmental policies and procedures;
5. Performs other related duties as assigned.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

1. Methods and practices used in maintaining an effective day camp program;
2. Program promotion and advertising.

Ability to:

1. Establish and maintain effective working relationships with the children, the general public and staff;
2. Apply C.P.R. and First Aid;
3. Understand and follow written and oral instructions;
4. Understand and speak Spanish (desirable).

Experience and Training Guidelines

Experience:

One year of experience in working with children 6 to 12 years of age in a day camp setting, an organized recreational program, or related activity is required.

Training:

Graduation from High School or its equivalent is required. At least six (6) units of college level coursework in Child Development including coursework in Programs for School Age Children, or six (6) units in Recreation or related field, is highly desirable.

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Job Description

Special Requirements:

Must stay current in field, and acquire all necessary training that new technological changes may present.

Must be at least 18 years of age.

Must possess a valid California Class C Drivers License at time of appointment.

Must have own transportation to travel to and from City facilities.

30- 40 Hour work week - Flexible schedule, evening and weekend work may be required.

Essential duties require the following physical abilities and environmental conditions:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb and lift about 50 Lbs; may be exposed to sun, and work under high and low temperatures (mostly between 40 and 90 degrees); may be exposed to frequent loud noises and toxic/poisonous substances, as well as slippery surfaces.