

Camp Counselor

The City strives to maintain a Drug and Alcohol Free work place. Employees could be subject to the following types of testing: Pre-employment, Post-accident, Random and Reasonable Suspicion.

General Description:

Under the supervision of the Camp Director and Lead Counselors, Camp Counselors are responsible for assisting in the planning, conducting, and supervising a variety of recreational activities for campers ages 5-10 in a day camp setting, as well as the assisting in the care and supervision of the campers assigned to their group.

Job duties will include:

- Oversee a group of campers and attend to their needs and report behavior problems to a Lead Counselor/Camp Director.
- Assist in organizing, collecting, and transporting necessary supplies to any given area.
- Assist in organizing and supervising crafts, games, sports, and other camp activities.
- Write accident/incident reports and notify the Camp Director/Lead Counselor of any problems that arise within your group in a timely manner.
- Be willing to play with campers with all activities which include, but are not limited to, inside sports games, crafts, outside games, pool activities.
- Assist in the enforcement of camp rules to ensure safety of campers and staff.

Expectations:

- Act in a positive and professional manner with campers, parents and peers.
- Commit to building a safe, child-focused community.
- Take initiative to analyze and solve problems, ideally before they happen.
- Be flexible and ready to meet changing work needs and demands.
- Be open to feedback from Camp Director and Lead Counselors
- Be able and willing to participate in water activities and swimming pool activities.
- Be ready to PLAY!

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Training:

- Be at least 16 years of age
- Must be willing to work with kids.
- CPR and first aid (preferred but not required)
- Have a working cell phone and email address for contact purposes.
- Certificates, Licenses and/or Registrations Required: Must possess and maintain a valid Florida Driver's license. A Motor Vehicle Record (MVR) check may be made to determine acceptance of past driving record.
- Security Clearance: Florida Department of Law Enforcement background clearance is required.

Essential Physical Skills:

- Some lifting, pushing, pulling and carrying up to 40 lbs.??
- Acceptable eyesight (with or without corrections) both nearby and at a distance.
- Acceptable hearing (with or without hearing aid) both nearby and at a distance.
- Ability to communicate orally in English both nearby and at a distance. The ability to communicate in other languages would be a plus.
- Able to swim comfortably in a pool 5ft deep.

Environmental Conditions:

- Ability to work in heat, humidity, wetness, and around noise, fumes and odors

The City of Indian Harbour Beach is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Indian Harbour Beach will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

X

Name

Executive Leader

Date

X

Mark Ryan

City Manager

Date