

# CHURCHILL COUNTY CLASS SPECIFICATION

## CAMP COUNSELOR

### DEFINITION

Under close supervision, performs routine public contact and leads children and/or adults in recreational activities; and performs other work as assigned.

### DISTINGUISHING CHARACTERISTICS

Camp Counselor is distinguished from Recreation Leader by a lesser amount of training and experience required for the former. The Camp Counselor is directed by the Recreation Leader in carrying out the duties of the position.

### EXAMPLES OF DUTIES

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties (shown in *italics*) are those which are **least** likely to be essential functions for any single position in this class.

1. Sets up activities and cleans up after each event; prepares supplies and materials for each session/day.
2. Leads recreational activities for participants; instructs participants to aid their understanding of the activities; addresses concerns of participants and members of the public; deals effectively with the public on a regular basis.
3. Performs routine maintenance and custodial functions; maintains facilities and equipment in a neat and orderly condition; keeps rooms, closets, games and equipment organized daily.
4. Maintains an orderly atmosphere among the participants in the program; uses positive discipline techniques and a consistent award system when working with participants.
5. Attends meetings and training sessions as required; demonstrates support towards the Parks and Recreation Department.

### QUALIFICATIONS FOR EMPLOYMENT

#### Knowledge and Ability

*Knowledge of:* special events planning and administration; knowledge of the equipment, facilities, operations and techniques used in an events program.

*Skill in:* CPR, First Aid.

*Ability to:* coordinate and direct varied activities involved in a recreation program; establish and maintain effective working relationships with employees, supervisors, vendors, participants and the general public; understand, follow and transmit written and oral instructions.

#### Special Requirements

Shift work, split shifts, rotating work schedule, week days, weekend and overtime work may be required.

#### Experience and Training

Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

## **CHURCHILL COUNTY CLASS SPECIFICATION**

Current American Red Cross Community CPR certification, or ability to obtain such certification in a timely manner. Current American Red Cross First Aid, or ability to obtain such certification in a timely manner. Some experience working with elementary school age children preferred. Some experience in recreation activities or a related field is preferred.

### **Physical Demands**

Frequent, walking, sitting, talking and hearing. Occasional use of hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasional climbing, balancing, stooping, kneeling, crouching or crawling. Occasional lifting and/or moving objects weighing up to 50 pounds.

### **WORKING CONDITIONS**

Work environment includes exposure to outside weather conditions, including high and low temperatures. Frequent contact with members of the public. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

**FLSA Status:** Non-Exempt