



Village of Palmetto Bay

Position Description

POSITION POSTING DATE: FRIDAY, FEBRUARY 21, 2014

POSITION CLOSING DATE: FRIDAY, MARCH 7, 2014

No applications will be accepted after 5:00 p.m. (local time) on the closing date.

POSITION TITLE: Camp Counselor – Summer Camp Program

FUNCTIONAL AREA: Parks & Recreation Department

SALARY RATE: \$10.00 per hour; this position is offered with no benefits

CLASSIFICATION: Seasonal; June 9, 2014 to August 1, 2014

APPROVED/ UPDATED: January 2012/ February 2014

***IMPORTANT: A mandatory 4-hour paid training session is scheduled for Saturday, May 31, 2014 from 9am to 1pm. Attendance to this training is required as a condition of employment.**

General Summary

Responsible for leading and participating in a variety of recreational, educational and physical activities related to the Village's Summer Camp Program, including field trips; responsible for ensuring the safety of all camp participants, facilities and equipment.

Supervision Received and Exercised

This position is supervised by the Site Supervisor. The position is responsible for supervising camp participants.

Essential Duties and Responsibilities

- ◆ Implements, promotes and participates in recreational, educational and physical activities, sports, field trips and special events for children in a summer camp setting.
- ◆ Supervises camp participants at all times, including lunch & snack periods and during on-site and off-site activities to ensure good behavior, classroom order and safety.
- ◆ Aids in the supervision of drop-off and pick-up according to the assigned group schedule and established policies
- ◆ Models good-sportsmanship in sports-related activities through enthusiastic, non-competitive participation and support
- ◆ Assists other instructors and counselors to maintain discipline during each activity.
- ◆ Resolves minor complaints and inquiries from parents, guardians, participants, and the general public.
- ◆ Ensures the cleanliness of the classroom areas; reports unsafe conditions to the Site Supervisor and/or Department Director.
- ◆ Enforces safety and other camp program rules and regulations at all times; reports all accidents, injuries and/or incidents immediately to the Site Supervisor and documents occurrences according to camp procedures
- ◆ Administers basic first aid.



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- ◆ Compiles and maintains records as assigned.
- ◆ Performs other related duties as assigned by the Site Supervisor.

Minimum Qualifications

- ◆ High School Diploma or equivalent.
- ◆ Certification in CPR and First Aid; must be secured prior to the start of the Camp Program.
- ◆ Two years of prior experience as a camp instructor, recreational instructor, teacher, or in a related field requiring the supervision of children, required.
- ◆ Fluency in the English language; Spanish is a plus.
- ◆ Valid driver's license.
- ◆ Must pass a national criminal background screening in accordance with Ordinance No. 08-10 and a drug screening test.

Other Required Competencies

- ◆ Knowledge of basic safety rules and regulations for children; ability to recognize unsafe conditions, desirable.
- ◆ Knowledge of the principles, rules, supplies, and equipment required for standard but diversified recreational and educational activities, preferred.
- ◆ Must possess great organizational skills and have the ability to maintain accurate records and prepare accurate reports.
- ◆ Must have the ability to effectively interact with children and adults, in a courteous and respectful manner.
- ◆ Ability to understand and follow oral and written instructions required.

Physical Requirements & Working Conditions

- ◆ Must be able to work indoors as well as outdoors in all climate conditions with full exposure to the elements.
- ◆ May be exposed to chemicals, solvents, dust, grease/oil, fumes, vibration and noise.
- ◆ Requires physical strength and agility to perform assigned tasks, which include, but are not limited to, bending, twisting, walking, climbing, reaching, jumping, pushing, lifting and carrying
- ◆ Specific vision abilities include distance vision, peripheral vision, and depth perception.
- ◆ Must be able to hear clearly even in a noisy environment.
- ◆ Requires the ability to swim in salt and/or chlorinated water
- ◆ Ability to work a varying work schedule and participate in camp field trips as assigned.

The minimum requirements may be waived by the Village Manager. The Village of Palmetto Bay reserves the right to update and/or change this job description at any time. Once a conditional offer has been made, selected applicants are required to complete all requisites established by the Village for employment. This shall include verification of employment, a national criminal background check, a review of the applicant's driving record, and a drug/alcohol test.

The Village of Palmetto Bay is an Equal Employment Opportunity Employer and Drug-free Workplace.