Village of Palmetto Bay

Position Description

POSITION POSTING DATE:	**FRIDAY, MARCH 28, 2014**
POSITION CLOSING DATE:	**FRIDAY, APRIL 11, 2014**

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

POSITION TITLE:	Jr. Tennis Camp Counselor
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 15, 2014
APPROVED/ UPDATED:	March 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

Assists the Sr. Tennis Camp Counselors in the implementation of a variety of recreational, educational and physical activities as part of the Village's Tennis Summer Camp Program, including field trips; participates in all activities and ensures the safety of all camp participants.

Supervision Received and Exercised

Receives supervision from the Parks & Recreation Director and/or designee; supervises camp participants.

Essential Duties and Responsibilities

- Assists in the implementation of tennis-related activities for children, including tennis instruction, fundamental skills, drills, match games, field trips and special events.
- May assist in the set-up and cleaning of the tennis courts, when required.
- Participates in all camp activities and may assists with the instruction of other recreational and educational camp activities, not related to tennis, as assigned.
- Responsible for upholding good discipline and sportsmanship in all activities through enthusiastic, non-competitive participation and support.
- Resolves minor complaints and inquiries from parents, guardians, participants, and the general public.
- Supervises campers at all times, inclusive of lunch and snack periods and drop-off and pick-up times.
- 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; reports unsafe conditions.
- Administers basic first aid.
- Performs other related work as assigned.

Minimum Qualifications

- High School Diploma or GED.
- Prior experience in tennis or recreational instruction, and/or educational work required.
- Prior experience playing in a college tennis team and/or tennis intramural club required.
- Must be fluent in the English language; Spanish is a plus.
- Must pass a national criminal background screening in accordance with Ordinance No. 08-10 and a drug test.
- Must complete CPR/First Aid certification course prior to the first day of camp.
- Valid driver's license

Other Required Competencies

- Knowledge of basic safety rules.
- Ability to instruct children of various ages.
- Ability to effectively resolve minor complaints and inquiries
- Must effectively interact with children and adults respectfully and enthusiastically.
- Ability to inspect facilities, grounds, equipment, and supplies to detect needs for repair, replacement
- Ability to visually identify unsafe conditions.

Physical Requirements & Working Conditions

- Must be able to work outdoors, primarily, in all climate conditions with full exposure to the elements; may also work indoors.
- 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.