Village of Palmetto Bay

Job Description & Announcement

POSTING DATE:	February 12, 2016
CLOSING DATE:	****EXTENDED TO MARCH 11, 2016****

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

***IMPORTANT: A 4-Hour paid training session is scheduled for Saturday, June 4th, 2016, starting at 9am. This training is MANDATORY.**

POSITION TITLE:	Jr. Camp Counselor – Summer Camp Program
FUNCTIONAL AREA:	Parks & Recreation Department
SALARY RATE:	$9.00 per hour; this position is offered with no benefits
CLASSIFICATION:	Seasonal; June 13, 2016 to August 19, 2016
APPROVED/ UPDATED:	January 2012/January 2016

General Summary

Assists the Camp Counselors to oversee and implement a variety of recreational, educational and physical activities related to the Village's Summer Camp Program, including field trips; ensures the safety of all camp participants, facilities and equipment.

Supervision Received and Exercised

This position is supervised by the Site Supervisor. Jr. Camp Counselors supervise camp participants.

Essential Duties and Responsibilities

- Assists the Camp Counselors in the supervision of children enrolled in the Summer Camp program; inclusive of lunch and snack periods.
- Conducts and participates various camp activities, including recreational, social, educational, sporting and physical activities, field trips and special events for children between the ages of 5 and 12.
- Encourages participation in camp activities and provides assistance to the children when necessary.
- Ensures the discipline and safety of the campers, inside and outside the classrooms, and during off-site field trips.
- Models good-sportsmanship, enthusiasm, non-competitive participation and team support.
- Aids in the supervision of campers during drop-offs and pick-ups in accordance with the assigned group schedule, ensuring strict adherence to established policies.
- Ensures the cleanliness of the classroom areas at all times; reports unsafe conditions.
- Enforces safety procedures and all other camp rules and regulations.
- Administers basic first aid when needed.
- Reports any and all accidents, injuries and/or incidents to the Site Supervisor and documents occurrences according to camp procedures.
- Performs other related work as required and assigned by the Site Supervisor

Minimum Qualifications

- High School Diploma or GED
- Prior experience as a volunteer or employee in a recreational Camp program required; volunteers must have completed at least one month of consecutive volunteering work in a camp setting. Additional specialized training such as camp instructor, teacher or a related field is desirable.
- 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 a CPR/First Aid certification course prior to the beginning of the Summer Camp Program.
- Must hold a valid motor vehicle operator's license.

Other Required Competencies

- Knowledge of basic classroom and play safety rules of safety and ability to enforce them.
- Ability to instruct children of various ages and motivate them to actively participate in a variety of recreational, educational and social activities.
- Ability to effectively interact with children and adults in a courteous, enthusiastic and respectful manner.
- Ability to visually detect potential safety hazards or concerns.
- Ability to understand and follow oral and written instructions.

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

Once a conditional offer has been made, selected applicants are required to complete all requisites established by the Village for employment, which may include verification of employment, a national criminal background check, a review of the applicant's driving record, and a drug/alcohol test.