Village of Palmetto Bay

Position Description

POSITION POSTING DATE:	**FRIDAY, FEBRUARY 6, 2015**
POSITION CLOSING DATE:	****EXTENDED TO FRIDAY, MARCH 20, 2015****

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

POSITION TITLE:	Sr. Tennis Camp Counselor
FUNCTIONAL AREA:	Parks & Recreation Department
SALARY RATE:	$12.00 per hour; this position is offered with no benefits
CLASSIFICATION:	Seasonal; June 8, 2015 to August 14, 2015
APPROVED/ UPDATED:	March 2012/ February 2014

***IMPORTANT: A <u>mandatory</u> 4-hour paid training session is scheduled for Saturday, May 30, 2015 from 9am to 1pm. Attendance to this training is required as a condition of employment.**

<u>General Summary</u>

Responsible for leading and participating in a variety of recreational, educational and physical activities that are part of the Village's Tennis Camp Program, including field trips; ensures the safety of all camp participants.

<u>Supervision Received and Exercised</u>

Supervision is received from the Parks & Recreation Director and/or designee. The position exercises supervisory responsibilities over camp participants.

<u>Essential Duties and Responsibilities</u>

- Implements and promotes activities for the children in the tennis camp program, including tennis instruction, fundamental skills, drills, match games, field trips and special events.
- Assists the Tennis Pros with instruction.
- Helps with the clean-up and set-up of the tennis courts.
- Participates in all Summer Camp activities for the duration of the program
- May instruct other recreational and educational camp activities related to music, dance, arts and crafts, films, cultural events, nature studies, stage revues, swimming, social recreation, sports, tennis and games.
- Models good-sportsmanship in sports-related activities through enthusiastic, non-competitive participation and support; maintains discipline during all camp activities.
- Aids in the supervision of drop-off and pick-up according to established policies and procedures
- 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 during off-site trips.
- Supervises the transportation of camp participants to and from field trips and other locations outside the classroom

- Ensures the cleanliness of the summer camp areas at all times; reports unsafe conditions to the supervisor.
- 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.
- Compiles and maintains records as assigned.
- Performs other related as assigned.

Minimum Qualifications

- High School Diploma or GED; a minimum of 60 credit hours completed at an accredited college and/or university required; Bachelor's Degree preferred.
- USTA – Quick Start Workshop Certification required
- Two years of prior experience in recreational and/or tennis instructional work.
- Two years of prior experience in a tennis camp setting.
- Prior playing experience in a college tennis team and/or tennis intramurals club highly 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 CPR/First Aid certification course prior to the first day of camp.
- Valid driver's license

Other Required Competencies

- Knowledge of basic safety rules & standards and ability to enforce applicable rules and regulations.
- Ability to instruct children of various ages and actively participate in a variety of recreational, educational and social activities.
- Ability to plan, implement and promote leading activities in assigned areas
- Ability to effectively resolve minor complaints and inquiries.
- Must be organized and possess the ability to accurately compile and maintain routine records and to prepare clear and concise reports.
- Must be able to effectively interact with children and adults courteously, enthusiastically and respectfully.
- 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 based on experience and other qualifications. 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.