



HAINES CITY

CAMP COUNSELOR (P/T SUMMER)

DIVISION:	RECREATION
DEPARTMENT:	PARKS & RECREATION
IMMEDIATE SUPERVISOR:	RECREATION SUPERVISOR
FLSA STATUS / NAME:	NON- EXEMPT

POSITION FUNCTION: Under the direct supervision of the Recreation Supervisor and general supervision of the Head Camp Counselor, performs duties necessary to support the Recreation Division by implementing and actively participating in the summer youth camp programs, activities and events in a safe, friendly and fun environment.

ESSENTIAL DUTIES	PERCENT OF PERFORMANCE
Performs duties necessary to support the Recreation Division by implementing and actively participating in the summer youth camp programs, activities and events in a safe, friendly and fun environment. Duties may include, but are not limited, implementing group and individual activities (e.g. crafts, games, songs, field trips, swimming, canoeing, etc.); attendance record keeping; incident reports; and keeping site clean.	50%
Responsible for enforcing all safety and emergency rules and procedures, to include assessing behavior and applying appropriate behavior-management techniques.	40%
Performs additional duties as assigned.	10%

PHYSICAL DEMAND FREQUENCY:

C = CONTINUOUS F = FREQUENTLY O = OCCASIONALLY R = RARELY N = NEVER

Standing	F	Reaching	F	Bending	F	Hearing	C
Sitting	O	Handling	F	Stooping	F	Talking	F
Walking	F	Fine Dexterity	F	Twisting	O	Foot Controls	F
Lifting	F	Kneeling	O	Climbing	O	Other (state) _____	
Carrying	F	Crouching	O	Balancing	O		
Pushing/Pulling	F	Crawling	R	Vision	C		

Our Mission

"Our team of professionals will provide our residents and business community with the highest quality services in a fiscally responsible manner through cooperation, strong ethical leadership with a lifelong commitment to enriching lives."

P.R.I.D.E.

Professionalism • Responsiveness • Integrity • Diversity • Ethics



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PHYSICAL DEMAND DESCRIPTION: (The following descriptions are to provide an example of potential physical activities and does not address the position's potential for accommodation; it is intended as a general example of how the physical demands might be performed and is not all inclusive.)

Standing/Walking	Field trips; to and from activities; play; uneven terrain
Sitting	Canoeing; boating; bus rides; class; play
Lifting/Carrying/Pushing/Pulling/ Reaching/Handling	Up to 20 lbs – craft supplies; equipment; cooler; event venue set-up, teardown
Fine Dexterity	Phone; writing
Kneeling/Crouching/Crawling/ Bending/Stooping/Twisting	Field trips; to and from activities
Climbing/Balancing	Stairs; bleachers/benches
Vision	Driving; child and adult safety; lifesaving; first aid
Hearing	Communication with co-workers, subordinates, supervisor, and customers
Talking	Communication with co-workers, subordinates, supervisor, and customers
Foot Controls	Driving; running

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS: (The following list is intended to provide an example and is not to be construed as a comprehensive or complete catalog. The list does not include and does not supersede any requirements with respect to safety or protective equipment, uniform, apparel, gear or apparatuses required for the performance of any duties described herein.)

Telephone; recreation equipment; crafts and arts supplies; safety gear; vehicle, etc.

ENVIRONMENT:

Duties are primarily performed within an outdoor environment or setting. Possible exposure to dust, mold and allergens; noise; inclement weather and electrical hazards.

KNOWLEDGE/SKILLS/ABILITIES:

First Aid and CPR Certifications are required.

Previous camp counselor and/or summer youth activities experience preferred.

Knowledge of principles and practices of recreation and group activities.

Must possess excellent oral and written communication skills.

Ability to establish and maintain effective working relationships with City employees, campers, parents and/or guardians, businesses and the general public is essential.

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Ability to create, implement and oversee activities and events.

Summer Camp Information ○ Estimated start date for Summer Camp personnel is June

6th (could be earlier)

- Summer Camp personnel estimated 40 hours per workweek
- Estimated opening date is June 13th
- Hours of operation Monday through Friday at the following 3 schedules
 - 7:30 a.m. to 4:30 p.m.
 - 8 a.m. to 5 p.m.
 - 8:30 a.m. to 5:30 p.m.

OTHER REQUIREMENTS:

Must possess a Valid Florida Class E driver license. Must pass applicable pre-employment testing, and background and credit checks.

As part of the conditional offer of employment, all Summer Camp candidates selected for employment are required to go through an extensive background and criminal history check through the Florida Department of Law Enforcement (FDLE) which may include a finger printing process. (Must be able to pass the State required background check for persons working with children.)

ACKNOWLEDGEMENT/SIGNATURE(S):

The above statements are intended to describe the general nature and level of work to be performed by individuals assigned to performing the duties of this job. The descriptions are not intended to be an exhaustive list of all responsibilities, duties and skills required of the person or persons classified in this position. This job description is subject to change by the City of Haines City (City) as the needs of the City and job requirements demand. By signing below, I agree that I have reviewed the above job analysis and acknowledgement and find it to be a fair representation of the job functions and requirements.

Employee Name

Employee Signature

Date

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