

## City of Macedonia

### Parks and Recreation Department Job Description

**Job Title:** Head Camp Counselor

**General Description of Work:** Supervise of all aspects of the Day Camp program.

**Supervision Received:** Receives general supervision from the Recreation Coordinator.

#### Essential Functions:

- Responsible for the supervision and safety of campers
- Ensure adequate supervision during field trips
- Maintain accurate rosters and counts of all campers
- Responsible for training and supervision of day camp staff
- Conducts in service training for staff
- Responsible for planning activities for camp
- Responsible for supervision of before and after camp care
- Assists in developing camp policies and procedures
- Coordinates a camp open house for parents to answer questions
- Assists with marketing and promotion of camp

#### Minimum Qualifications:

- Ability to supervise small children
- Ability to organize program activities
- Good interpersonal skills to effectively work and communicate with co-workers, all age groups, and the general public
- Possess excellent customer service skills

#### Education:

- High School Diploma or currently attending

#### Experience:

- One-year experience supervising young children
- Recreation programming experience preferred

#### Other:

- First Aid, CPR, and AED certifications

#### Work Environment:

- The functions of this position are performed in the recreation center with good ventilation and lighting. Some functions will cause exposure to light chemical substances such as cleaning products. Additional functions take place outside in the parks.

#### Physical Requirements:

- Ability to see and hear

- Ability to stand, stoop, bend and walk about
- Ability to lift children up to 50 lbs
- Possess an audible voice for communication
- Ability to move tables, chairs and other objects for room set ups

**Pay Range:** Grade 2 - \$10.10 - \$16.79/hr.

Employee Name (Print) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_