



Job Description

Camp Counselor I/II/III Part-Time - Seasonal

MISSION STATEMENT:

As the heart of the community, the Eaton Area Park & Recreation District strives to inspire and encourage healthy lifestyles by serving the physical, social, and mental needs of all ages.

SCOPE OF POSITION:

Assists the Director of Eaton Explorers in performing specialized instruction and program supervision for the Eaton Area Park & Recreation District's State-Licensed day camp. This includes coordination of participants, organization of activities, and implementation of daily programming. Counselors are required to be up to date on certifications and ensure that policies and procedures are followed to maintain state licensing.

Supervision Received:	Works under the direction of the Director of Eaton Explorers
FLSA Status:	Non-Exempt
Salary Range:	\$14.50-19.50/Hr Part-Time
Hours/Week Committed: seasonally	Up to 35 hours per week

*Counselor level will be determined based on experience and knowledge.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists the Director of Eaton Explorers in performing specialized instruction and program supervision for State-Licensed programs. This may include coordination of staff and participants during daily activities.
- General knowledge of latest trends and techniques in areas of expertise. Assists in evaluating program effectiveness and suggests new activities or techniques.
- May use knowledge and expertise to modify class activities for various participant skill levels.
- Sets up and takes down required program equipment.
- Remains composed and makes sound judgements in emergency or non-emergency situations.
- Responds to emergency situations, administers first aid, CPR, or other medical attention as needed, and completes incident reports.
- Provides exceptional guest service to all participants.
- Maintains frequent communications with staff within the Eaton Area Community Center and reports any issues or concerns with inventory, facility conditions, policies, and incidents to supervisory staff as needed.
- Ensures the safety of guests and program participants by enforcing rules and policies with participants.
- Maintain inventory of supplies and equipment.
- Performs miscellaneous job-related duties as assigned.



QUALIFICATIONS:

Education and Experience:

- **Counselor II & III:** Must be 18 years of age or older.
- **Counselor I:** Must be 16 years of age or older.
- Must have at least three (3) months (460 hours) of full-time or equivalent part-time satisfactory and verifiable experience with school-age children.
- Must successfully pass all required employment screens that may include but not be limited to:
 - Drug screen
 - Criminal Background Check
- Certificates, Licenses, Registrations
 - Valid vehicle operator's license and satisfactory driving record preferred.
 - First Aid, CPR, and AED certification

REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of the current principles, practices, teaching methods, and techniques specific to planning and teaching the program of instruction in areas of expertise.
- Ability to effectively present camp curriculum.
- Ability to adapt activities appropriate for a wide variety of participant skill levels.
- Demonstrate time management skills by beginning and completing assigned shifts and/or utilizing program time effectively.
- Ability to work under stressful situations and conditions; ability to stay calm; must have excellent conflict resolution and problem-solving skills.
- Ability to maintain certifications.
- Ability to provide outstanding customer service in a fast paced, chaotic environment to a diverse guest population.
- Ability to establish and maintain effective working relationships with supervisors, peers, and EAPRD staff. Including the ability to follow directions and demonstrate professional behavior.
- Ability to communicate, follow and enforce rules, regulations, and policies.
- Ability to recognize safety hazards and sanitation issues and notify supervisors.
- Ability to complete and maintain well organized daily records, logs, and incident reports.
- Ability to read, write, and speak English fluently; bilingual skills desired but not required.
- Ability to operate all assigned equipment properly and safely; ability to set up, maintain, and tear down activity related equipment.
- Demonstrates skill in the use of standard office equipment, computers, and various application programs including recreation related specialty software applications.
- This position is subject to the Drug and Alcohol-Free Workplace Program. This includes pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.



EQUIPMENT AND VEHICLES USED:

- Computer skills including word processing software; calculator; copy, and scan
- Phone
- Portable radio
- Automobile
- Various sports equipment

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical demands described here are representative of those an employee would typically encounter while performing the essential duties and responsibilities of this position.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.



Signature Page

Applications received on or before April 5th at 12:00PM are to be considered for the initial interview process. Please submit applications, resumes, and cover letter to trishaconway@eaprd.com

Applications received after this date may be reviewed on a weekly basis as needed until the position is filled.

Positions open until filled.

I understand the above description of Camp Counselor I/II/III. I also understand that all of the duties are not descriptive about and that I will perform those above and other related duties as directed.

Name (Printed): _____ Date: _____

Signature: _____