

# Taylor County Board of County Commissioners

## JOB TITLE: Day Camp Counselor

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EXEMPT (Y/N):	No	UNION (Y/N):	No
LOCATION:	County Extension	DEPARTMENT:	County Extension
EMPLOYEE NAME:		SUPERVISOR:	4-H Extension Agent
PREPARED BY:	Human Resources (AC)	DATE:	1/26/2017
APPROVED BY:	BCC	DATE:	

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### SUMMARY:

This is a part-time seasonal position that reports directly to the 4-H Extension Agent and assists with planning, organizing and implementing various day camp activities and programs. Experience coordinating and implementing education programs for youth is strongly desired. Works with day camp children ages 5-13, conducting various indoor and outdoor educational activities covering a wide range of topics from natural resources to marine science. Includes field trips, crafts, recreation, etc. Must be energetic, patient, and enjoy working with kids. Should be able to take charge, and also work as a team. Lifeguard/CPR certification preferred but not required.

Employment is for certain weeks in the summer, beginning in June, and ending in August.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Planning, organizing and conducting day camp activities.
- Direct supervision of minors.
- Adherence to and enforcement of safety standards.
- Demonstrates use of recreational and educational equipment.
- Organizes, leads, and instructs recreational activities.
- Enforcement of rules to guide, conducts, and safeguards health and safety of participants.
- Maintain schedule.
- Interact with public.
- Assist with inquiries.
- Assist other employees in various duties.
- Perform related work as required.

### QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to plan, organize and implement various day camp activities and programs.
- Ability to follow written and oral instructions.
- Ability to establish and maintain effective working relationships with others.

### **Job Description**

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- Ability to receive the public with courtesy.
- Ability to adhere to prescribed departmental procedure.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties on this job, the employee is regularly required to sit, stand, use hands and fingers, walk, reach, stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 40 pounds.

#### **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.

- ◆ While performing this job, the employee works with children ages five and up in an indoor and outdoor environment.
- ◆ Employee frequently exposed to heat while participating in outdoor activities.

#### **EDUCATION AND/OR EXPERIENCE:**

Education requirement is a high school diploma, GED, or equivalent experience. Must be at least 18 years of age or a high school graduate. Must have experience working with children ages five and up in a day camp, school or daycare environment.