



City of Mason Employment Opportunity For

Camp Counselor (Teen camp & Leaders in Training)

Hiring Range:	\$20.00 - \$25.00 (DOQ)	Classification:	Specialist
Reports To:	Supervisor or Coordinator	FLSA:	Non-Exempt
Posted:	01/05/2024	Department:	Parks & Recreation
Working Hours:	8:30 AM – 4:30 PM	Status:	Seasonal

General Statement of Duties and Distinguishing Features to Class

Responsible for the direct supervision of the teen Leader in Training and Teen Camp programs under the direction of the Program Supervisor. Experience supervising and mentoring teen camp participants, successful communication skills with camp participants, parents, and other co-workers; ability to plan, and implement full camp curriculums for each week. It is important to note that this job will involve working outdoors all day during the summer.

The working hours for this position are Monday to Friday, from May 20 to August 2, 2024, between 8:30 a.m. to 4:30 p.m.

Examples of Work (Illustrative Only)

- This role requires the desire and ability to work with camp participants outdoors in recreational activities.
- This role will require you to be assigned to Leader in Training and Teen Camps (14-16yrs).
- Supervises and ensures the safety of camp participants at all times.
- Plan, implement, and evaluate outcomes-based programming for Teen Camps and Leader in Training programs throughout the summer.
- Candidates should be caring, enthusiastic, and have a genuine concern for teens.
- This role will regularly communicate with participants, parents, co-workers, and the public.
- Supervises and implements the daily activities of specific camp program(s) in a safe manner.
- Facilitate and lead various camp activities such as arts & crafts, sports, and nature activities.
- Monitors the safe and appropriate use of all recreational equipment. Maintains accountability and proper storage, and reports maintenance or repair requests in a timely manner.
- Maintains a positive and approachable composure to promote the City's values.
- Prepares and maintains administrative records and paperwork as requested.
- Attends in-service training sessions and meetings as requested.
- Upholds the policies and procedures of the City of Mason and Parks & Recreation Department.
- Displays knowledge of the department's *Infectious Material & Exposure Incident Policy* and facility Emergency Action Procedures.
- Administer and record any necessary first aid/victim care within the level of emergency training.
- Motivate campers to participate and engage in camp programming.
- Adjust activities according to the needs and abilities of participants.
- Demonstrates knowledge of all emergency procedures throughout the recreational areas.
- Performs related duties and responsibilities as required.

Skills, Knowledge, and Abilities: The following is preferred.

- Must be the age of 18+ at the time of the application submission.
- Possession or some post-secondary certification and/or equivalent education a plus.
- Acquire and maintain current certification in American Red Cross *Standard First Aid and CPR*.
- Basic knowledge of recreational programs or day camp principles.
- Experience working with teens, or an outdoor education setting preferred.
- Ability to follow oral and written directions.
- Good organizational and interpersonal communication skills are necessary, along with being compassionate, adaptable, and professional.
- Ability to direct and oversee campers and volunteers.

Working Conditions/Physical Requirements

- Work in a recreational environment that operates in an outdoor setting including leading camp programs.
- Requires walking, standing, stooping, kneeling, talking, hearing, and seeing.
- Ability to lift/carry objects up to 50 pounds.
- This is a high public contact position.

I understand that I am applying for employment at will, and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.