



City of Mason

Employment Opportunity

For

Camp Counselor

Hiring Range:	\$15.97 - \$21.63 (DOQ)	Classification:	Specialist
Reports To:	Supervisor or Coordinator	FLSA:	Non-Exempt
Posted:	02/17/2023	Department:	Parks & Recreation
Working Hours:	Flexible	Status:	Seasonal

General Statement of Duties and Distinguishing Features to Class

Responsible for the direct supervision of specific camp program(s) under the direction of the Camp Coordinator. Experience supervising and mentoring staff and camp participants, successful communication skills with camp participants, parents, and other co-workers; ability to plan, implement and evaluate full camp curriculums for each week. Understanding the job is based outdoors all summer. Must be available to work Monday – Friday, May 30 – August 4, 2023, between the hours of 8:30 a.m. – 4:30 p.m.

Examples of Work (Illustrative Only)

- Supervises the daily operations of specific camp program(s).
- Responsible for the supervision of camp program(s) and employees.
- Handles disciplinary cases that may include staff, participants, or any other person involved in camp programs.
- Assists in the promotion, marketing and public relation efforts of all camp programs.
- Assists the Camp Coordinator in the scheduling, training and evaluation of assigned staff.
- Supervises and ensures safety of camp participants.
- 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 patron-employee interaction.
- Prepares and maintains administrative records and paperwork as requested.
- Attends in-service training sessions and/or staff 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.
- 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 16 or older at the time of employment.
- Acquire and maintain current certification in American Red Cross *Standard First Aid and CPR*.
- Basic knowledge of recreational programs or camp principles.
- Ability to follow oral and written directions.
- Good organization and interpersonal communication skills.
- Ability to direct and supervise staff and volunteers.

Working Conditions/Physical Requirements

Work in a recreational environment both indoor and outdoor 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.