

BIG FOOT RECREATION DISTRICT

Job Description

JOB TITLE: Assistant Camp Counselor

SUPERVISORS: Camp Director & Assistant Camp Director

SUMMARY

The Big Foot Summer Day Camp Assistant Counselor is responsible for preparing and leading a wide variety of camp activities. Camp activities may include arts & crafts, parachute games, geocaching, hiking, swimming, kickball, tag games, obstacle courses, teambuilding and other camp related games. The Assistant Camp Counselor is in charge of supervising children during all camp activities. The Assistant Camp Counselor is under the direct supervision of the Camp Director, Assistant Camp Director and Counselors.

QUALIFICATIONS

Including, but not limited to a good knowledge of school-aged activity programs; the ability to organize, direct, and lead camp activities; ability to maintain positive and effective working relationships with other employees, children and their parents; good written and oral communication skills; the ability to work with minimum supervision, to solve problems comprehensively, and provide accurate work on a timely basis; and the ability to perform required duties with initiative, good judgment, accuracy, persistence, integrity, dependability, tact, and courtesy.

EDUCATION AND EXPERIENCE

Experience working with children in a school or camp environment is preferred. Qualified candidates should enjoy working with children and be comfortable taking a leadership role during camp activities.

HOURS

Day Camp is scheduled from 8 am – 4 pm, Extended Care runs from 4-6 pm. Schedules will vary, the Big Foot Recreation Program Coordinator/Director will create schedules based on camp attendance and employee availability.

DUTIES:

Essential Functions

1. Help Plan and implement the daily activities of the Big Foot Summer Day Camp Program.
2. Act as a role model and leader for all day camp participants.
3. Prepare the facility for camp activities and clean up the area when all activities are complete.
4. Communicate with Camp Director, Assistant Director and Counselors daily.
5. Assist in maintaining an inventory of supplies and snacks and communicate any necessary purchases to the Camp Director/Assistant Camp Director.
6. Be familiar with the Staff and Parent Manuals and follow the guidelines set forth by the manuals.
7. Help compile and maintain binder of campers' emergency information, and bring the binders to with on walks, trips to the beach, etc.
8. Work directly with the children by leading or supervising them in planned activities.
9. Administer First Aid and CPR as needed (training is provided).
10. Attend all required staff meetings, trainings, and workshops.
11. Maintain a clean and organized work environment.
12. Perform the job in compliance with District policies, procedures, work rules, and the employee handbook.
13. Perform the job safely in compliance with District safety rules and procedures.

PSYCHOLOGICAL CONSIDERATIONS

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must be able to work and maintain composure in high periods of high activity and in emergency situations.
3. Employee must have the ability to communicate effectively with other staff, and children and their parents.

PHYSICAL DEMANDS

Sitting.....	occasionally
Walking.....	constantly
Strength.....	heavy (50-100 lbs.)
Climbing.....	occasionally
Balancing.....	frequently
Stooping.....	frequently
Kneeling.....	occasionally
Crouching.....	frequently
Crawling.....	occasionally
Reaching.....	frequently
Handling.....	constantly
Feeling.....	constantly

ENVIRONMENTAL CONSIDERATIONS

1. Work area is primarily outdoors. On rainy or inclement days we will be inside where temperature is controlled and fluorescent lighting is provided.
2. Employee may be exposed to natural and potentially extreme weather conditions while performing job related activities.
3. Employee may be exposed to various chemicals i.e.: cleaning materials used in routine maintenance.
4. Employee may be exposed to chronic infectious disease while performing routine first aid or emergency procedures.
5. Protective clothing and equipment is required as it pertains to the particular job duty:
 - Microshield and/or sealeasy
 - Latex gloves