



JOB ANNOUNCEMENT



P/T LEAD COUNSELOR PARKS AND RECREATION

Posting Date:	January 12, 2017	Job Code:	032-PT-LC-6100.00
Closing Date:	Open Until Filled	Grade:	0001 – Non-Exempt
Pay Range:	Hourly: \$10.50	Work Status:	Part Time

**APPLY IN PERSON AT:
CITY OF GAINESVILLE CIVIC CENTER
830 GREEN STREET, GAINESVILLE 30501**

For additional information about this position or the application process, call 770-531-2680.

This position is classified as safety-sensitive. Incumbent will be subject to random drug/alcohol testing.

JOB SUMMARY

Under the direction of the Camp Coordinator, a Lead Counselor is responsible for executing the daily activities of Discovery Camp to include: identifying and meeting camper needs; carrying out camp programs; fulfilling other staff administrative roles, as well as providing a positive role model for all campers and staff. Have the ability to provide assistants to counselors with daily activities.

MAJOR JOB RESPONSIBILITIES

Campers:

Provide guidance and leadership with a group of 8-12 campers.

Stay with assigned group at all times. This includes lunch, rest period, and off site activities. Supervise all assigned aspects of the camper's day including morning activities, group clean-up, meal time, rest hour, and evening activities.

Supervise campers before and after camp hours.

Assist with positive conflict resolution. Recognize and respond to opportunities for problem solving in the group.

Keep the Recreation Program Coordinator and Camp Coordinator informed of any problems that may occur with your group. This will include accidents, discipline problems, etc.

Instruct campers in emergency procedures such as fire drills, evacuations, etc.

Carry out established roles for supervising camper health.

Carry out established roles in enforcing camp safety regulations.

Perform basic first aid skills.

Develop alternative methods of completing projects for children with disabilities.

Account for personal belongings of campers and maintain belongings in a central location (glasses, lunch boxes, book bags, etc.).

Maintain order among camp group at all times.

Activities:

Develop group activity plans as assigned.

Assist Camp Coordinator with the scheduling and execution of daily activities.

Assist in teaching or leading an activity as assigned.

Maintain and safely store all supplies and equipment.

Understand all activities that will take place during the camp. This will include game rules and instructions.

Participate in all camp activities including but not limited to: theme days, off-camp field trips, challenges, big events, etc.

Implement the planned activities of the program as assigned by the Camp Coordinator.

Perform any scheduled duties that are assigned.

Create filler activities for children of various age groups based on weekly themes.

Find ways of using given resources for project completion before new items are ordered.

Keep variety within each program each day.

Show great enthusiasm and knowledge for your chosen specialty.

Teach by example through actions, words, and thoughts.

Board busses with kids, lunches, and other equipment.

Facility:

Clean all areas used before leaving.

Report any potential dangers to the Recreation Program Coordinator and Camp Coordinator, such as facility, equipment, and activities.

Be at the camp site on time and prepared.

Administrative:

Fill in for the Camp Coordinator in their absence.

Maintain the policies and procedures set by Gainesville Parks and Recreation and the City of Gainesville.

Prepare for, attend, and actively participate in all staff orientations, parent orientations, training sessions, and staff meetings that are scheduled.

Complete all day camp related forms that are required and submit it to the Camp Coordinator.

Accident reports and disciplinary actions must be given to the Recreation Program Coordinator immediately.

Complete time sheets and leave requests before deadlines occur.

Submit all required reports on time.

Follow camp rules pertaining to smoking, use of alcoholic beverages, and use of drugs.

These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

Preferred recreation major, or early childhood major or other related fields.

Requires at least two (2) years' experience or background in adolescence, early childhood, or physical education training or programming.

Must be at least 19 years of age.

Licenses and Certifications:

Current CPR and First Aid Certifications

Valid State Driver's License

Clean Motor Vehicle Driving Record

Pass Alcohol and Drug Screen

No Criminal Background

Knowledge, Skills and Abilities:

Desire and ability to work with children in recreational and out-of-door setting.

Under the leadership of the Recreation Program Coordinator and Camp Coordinator, the lead counselor must administer the various camp activities in accordance with the policies and procedures established by the Gainesville Parks and Recreation Agency. The lead counselor will enrich the campers' experience by maintaining enthusiasm and a steady tone throughout the camp program.

This person must be able to lead the day camp program if the Camp Coordinator is not present. Knowledge of the policies and procedures as well as the activities planned is a necessity. This person must have experience with counselor and camper supervision, coordinating activities, and first aid as related to a day camp setting.

This person must have the ability to relate to children from all social and economic segments of the community and have the ability to work with the public in a respectful manner. They must have the ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques. This person must also possess strength and endurance to maintain constant supervision of campers and staff.

In order to administer proper leadership and direction to the campers, the lead counselor must have a strong background in planning and coordinating activities, swimming, and first aid related to a day camp setting.

This person must also possess the proper character during the camp program to insure respect from the campers, parents, and co-workers. There will be no place for questionable actions such as profane and vulgar language, yelling, or a pessimistic attitude toward campers and co-workers. Conversely, must maintain a proper professional relationship with campers, parents, and all staff and refuse to fraternize. A neat personal appearance will be projected at all times.

This job announcement should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification.

❖ THIS IS A PART TIME POSITION AND NOT ELIGIBLE FOR BENEFITS ❖

Due to Georgia State Law, all applications are subject to public disclosure.

Only candidates to be interviewed will be contacted.

As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on

information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.



The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.
