



JOB ANNOUNCEMENT



P/T CAMP COUNSELOR PARKS AND RECREATION

Posting Date:	January 12, 2017	Job Code:	033PT-CC-6100.00
Closing Date:	Open Until Filled	Grade:	0001 – Non-Exempt
Pay Range :	Hourly: \$9.00	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 and Lead Counselor, a Camp 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.

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.

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.

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

Provide opportunities for the group so that each individual experiences success during camp.

Carry out established roles for supervising camper health.

Carry out established roles in enforcing camp safety regulations.

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

Help campers plan their participation in individual or camp-wide events and activities.

Set a good example for campers and others, including cleanliness, punctuality, sharing clean-up and chores, sportsmanship and table manners.

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.).

Encourage respect for personal property, camp equipment and facilities.

Maintain order among camp group at all times.

Activities:

Develop group activity plans 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.

Assist in teaching or leading an activity as assigned.

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.

Guide group and individual campers in participating successfully in all aspects of camp activities.

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:

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:

Senior high school students, college students, teachers, para-professionals, Recreation Majors/Degrees are preferred.

Must be 17 years old or older.

Licenses and Certifications:

Valid State Driver's License

Clean Motor Vehicle Driving Record

No Criminal Background

Pass Alcohol and Drug Screen

Those hired as counselors will receive CPR and First Aid certifications as a part of staff training.

Knowledge, Skills and Abilities:

Desire and ability to work with children in recreational and outdoor setting. Prefer persons with past experience in day camp and/or recreation environments, dealing with children and parents, and creating and implementing programs. Possess the ability to accept supervision and guidance. Have the ability to teach and lead camp activities. Exhibit good character, integrity, and adaptability. Enthusiasm, sense of humor, patience and self-control are a must.

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

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 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.
