

## COUNSELOR

### **General Definition of Work:**

Performs responsible work for summer day camp programs and activities offered to youth participants. Work is performed under the general supervision of the Senior Counselor.

### **Essential Functions/Typical Tasks:**

**Assists in planning, leading, instructing and demonstrating all special programs and activities of the summer day camp program. Supervises program participants. Prepares and maintains records and files.**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Applies and adheres to Parks Department summer camp rules and regulations.
- Mentors program participants.
- Models and teaches socialization skills and implements the summer camp curriculum.
- Provides effective, non-punitive guidance and concern for each participant and the participant group as a whole.
- Interacts with parents and answers general questions in person.
- Transports and/or accompanies participants on educational and recreational trips.
- Assists in evaluating the summer programs.
- Maintains a clean and safe work location.
- Secures monies collected.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

General knowledge of the summer camp program rules, regulations, functions and the principles of creating, organizing, and conducting youth summer programs; general knowledge of principles of meeting developmental needs of children; ability to speak clearly, give oral directions, understand and follow written and oral directions, and work independently; ability to work with people from all socio-economic levels; ability to establish and maintain discipline, organized structure, and safety for youth in group settings; ability to establish and maintain effective working relationships with associates, parents, and the general public.

### **Education and Experience:**

Requires high school graduation and one year of advanced study or college. An equivalent combination of education and experience may be considered. Graduation from an appropriately accredited college or university in education or a related field and/or experience working with youth, outdoor recreation, or youth program planning is preferred.

### **Physical Requirements:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 30 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for operation of motor vehicles, accuracy and thoroughness of work, and observing youth, general surroundings, and activities; the worker is subject to inside and outside environmental conditions, extreme heat, noise, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

### **Special Requirements:**

Possession of current CPR and first aid certifications or obtain prior to beginning of summer camp session. May require possession of a Class B Commercial Driver's License with a Passenger and School Bus Endorsement valid in the state of North Carolina. Position may be a safety-sensitive position as defined by the Drug Free Workplace Policy. This is a seasonal position.