

SENIOR COUNSELOR

General Definition of Work:

Performs intermediate work overseeing all aspects of the summer day camp program offered to youth participants. Work is performed under the general supervision of the Parks Program Supervisor. Supervision is exercised over counselor staff.

Essential Functions/Typical Tasks:

Planning, organizing, scheduling, and supervising all special programs and activities of the summer day camp program. Ensures adherence to Parks Department summer day camp rules and regulations. 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.)

- Works closely with Parks Program Supervisor in the daily operation of the summer camp activities.
- Supervises and trains counselors.
- Plans, organizes and promotes special activities for the summer day camp.
- Interacts with parents, answers questions, and addresses child behavior issues in person and by phone.
- Maintains class sign up lists, verifies insurance coverage, and sends reminder notices of trips.
- Maintains individual code of conduct forms and medical release forms for each participant.
- Manages counselor staff and schedules staff work hours based on camp enrollment and funding.
- Monitors counselors' time sheets and completes required reports.
- 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.
- Evaluates the summer programs.
- Maintains a clean and safe work location.
- Secures monies collected.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of the summer camp program rules, regulations, functions, safety and accident reporting procedures and the principles of creating, organizing, and conducting youth summer programs; thorough 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 in a fast paced environment; 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 graduation from an appropriately accredited college or university and three years experience in youth education, day care programs, or after school administration. Some experience in supervising staff, managing funds, and program development and evaluation. An equivalent combination of education and experience may be considered.

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. This is a seasonal position.