



JOB TITLE: Summer Camp Counselor Full-Time Seasonal –Hourly Employee
(Temporary Assignment)

EMPLOYER: City of West Park

DEPARTMENT: Parks and Recreation

REPORTS TO: Parks and Recreation Operations Manager

EFFECTIVE DATE:

SUMMARY: The Summer Camp Counselor is responsible for the provision of leisure programs, sports and other recreational activities for various age and ability individuals and groups. This role also assists in the overall organization and delivery of general recreational activities, leagues, special events, clinics and seasonal programs.

DUTIES AND RESPONSIBILITIES:

- Assists in planning, organizing, teaching and leading various age and ability individuals and groups in general and specialized recreational activities that may include arts and crafts; athletics and leagues; special events and seasonal programs.
- Assists in coaching, refereeing and officiating various team athletics and in maintaining good sportsmanship on the part of participants and spectators.
- Maintains records and prepares reports as directed.
- Issues and collects playground equipment.
- Enforces safety policies and procedures.
- Assists in the rendering of first aid in cases of minor injuries.
- Assists in the performance of minor maintenance duties to keep facilities and grounds in a safe and clean condition for participants and spectators.
- Oversees their group of children throughout the entire day to include educational, recreational, cultural and other program fieldtrips.
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- High school diploma or general education degree (GED), or one to three months related experience and/or training, or equivalent combination of education and experience.
- Computer skills required:
 - Basic computer skills.
- Other skills required:
 - Previous experience in a similar environment preferred.
 - Knowledge of the principles, practices and techniques of public recreational activities and programs.
 - Some knowledge of major athletic rules and regulations.
 - Some knowledge of basic safety and first aid procedures.
 - Ability to understand and follow oral and written instructions.

- Ability to keep records and prepare reports.
- Ability to organize and actively participate in various indoor and outdoor recreational activities.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Ethics and Conflict of Interest policies.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

COMPETENCIES:

- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently required to stand.
- Frequently required to walk.
- Frequently required to sit.
- Frequently exposed to outside weather conditions.
- The employee must occasionally lift and/or move supplies or equipment.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

