



Lead Summer Day Camp Counselor

JOB SUMMARY

This position is responsible for leading day camp activities for the Parks and Recreation Department.

MAJOR DUTIES

1. Schedules, coordinates, and administers day camp staff and day camp activities throughout the duration of the day camp including arts & crafts, inside & outside games, field trips, and any other activities related to day camp.
2. Handles complaints from participants and parents enrolled in the day camp program.
3. Encourages/enforces program and department rules
4. Encourages/enforces proper conduct of day camp staff and participants.
5. Maintains reports, schedules, and other day camp paperwork.
6. Communicates the Parks and Recreation Mission Statement, goals and objectives and expected Code of Conduct to all participants.
7. Always acts as an agent of Fayette County and an advocate for Parks and Recreation.
8. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles, practices, activities, and programs as they relate to youth/child camping.
- Knowledge of current recreation trends.
- Ability to organize and plan with minimum supervision.
- Ability to accept guidance and supervision.
- Ability to adapt to day camp settings.
- Ability to relate to children in a positive manner.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Parks and Recreation Program Coordinator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the staff manual, the department mission statement, and program deadlines. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

The work consists of varied duties in the coordination of day camp programs.

COMPLEXITY/SCOPE OF WORK

- The purpose of this position is to lead summer day camp programming for the Parks and Recreation Department. Success in this position contributes to an effective parks and recreation program for area residents.

CONTACTS

- Contacts are typically with co-workers, volunteers, parents, participants, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing or walking. The employee occasionally lifts light and frequently heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed outdoors. The employee is exposed to occasional cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has supervision over summer day camp counselors.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification prior to driving a county vehicle.
- Possession of or ability to readily obtain CPR certification and AED certification prior to day camp.
- Possession or ability to obtain Mandatory Reporter Certification.
- Possession or ability to obtain concussion training.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of high school diploma or GED with two years of college level work in elementary or secondary education or recreation field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to swim.
- Ability to obtain CPR/AED and first aid certification prior to the first day of camp.
- Effective communicator with children and adults.