

**Town of Signal Mountain  
Position Description**

**Title: Summer Camp Counselor  
Division/Department: Recreation**

**Purpose:**

Employee is to assist the Camp Coordinator in providing a safe, fun experience for the participants, children in grades K-2 and 3-5. This position is under the general supervision of the Recreation and Parks Director and the direct supervision of the Camp Coordinator.

**Essential Functions of the Job:**

*Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed.*

Supervise group of children in summer camp program; provide assistance and support to Camp Coordinator as required.

Assist in maintaining equipment, facilities and/or grounds to ensure a safe environment for campers.

Engage campers in playing games and performing activities.

Explain and enforce rules of play in standard team and individual games and activities.

Maintain safety and health standards.

**Required Knowledge and Abilities:**

Some knowledge of the principles, rules, materials, equipment, requirements, and organization of a variety of play and recreational activities, including organized games, free play activities, team sports, and art and handicraft projects.

Knowledge of play interests and needs of assigned age group.

Knowledge of camp rules, regulations and procedures.

Ability to explain, coach and supervise variety of play and recreational activities.

Ability to inspire confidence and enthusiasm, to mix readily with various age groups, and to solve problems arising at a play area.

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**Equipment:**

Playground and recreational equipment.

**Educational Requirements:**

High school student in good standing.

**Experience Required:**

None

**Problem Solving Requirements:**

Solve problems in situations where most problems have occurred before and their solutions are familiar.

**Writing Skills Required:**

Complete forms using a few words or numbers; for example, taking telephone messages. Write standard documentation using established formats; document work performed, actions taken or results by writing one or two brief sentences.

**Speaking/Presentation Skills Required:**

Answer questions with a brief response or provide standard information to customers/citizens, visitors, callers, supervisors or other employees.

Interview or discuss detailed information, frequently involving customer/citizen problems or complaints.

**Job Related Communication:**

Within the department – daily

With employees in other departments – weekly

With employees in other organizations – weekly

With the public – daily

**Planning & Scheduling:**

None.

**Difficulty of Work:**

Work involves following standardized procedures to complete assigned duties.

**Assignment of Work:**

General direction in following established practices and clear-cut policies.

**Effects of Work Errors:**

Errors are detected within the work areas in which they occur, possibly affecting work of others, and requiring expenditure of time to correct.

**Working Conditions:**

On average 50% standing, 25% walking, and 25% sitting. Approximately 20-40 lbs. may be required lifting.

Lifting frequency – frequent

Bending – frequent

Pushing and/or pulling loads – some

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Reaching over head – some

Kneeling – some

Crawling – none

Climbing ladders – none

**Mental/Visual Effort:**

Attention to detail – very frequent

Detailed inspection – frequent

Transcription/proofreading – none

**Adverse Conditions:**

Exposure to temperature extremes – very frequent

Dangerous equipment – none

Chemicals – none

Noise – some

Physical effort/risk – some

Rev. 12/17/10