

Town of Waynesville

North Carolina

Class Title: Camp Counselor

Parks and Recreation Department

The purpose of this class is to perform the job of camp counselor in an efficient and effective manner by observing department operational procedures, be prepared daily to provide courteous and professional customer service, and to perform related duties as assigned. This class works according to set procedures under close supervision.

### **Essential task**

The Task listed below are those that spend the majority of time spent working in this class. Management may assign different task related to the type of work of the class as necessary.

- Assist the Program Supervisor in successful implementation of the day camp programs of the Parks and Recreation department
- Participate in the planning and training phase of summer camp activities
- Greet camp participants and parents in a positive and upbeat manner
- Chart out activities and games that need to be introduced during summer camp
- Ensure that all rules are charted out prior to the beginning of summer camp
- Provide campers and parents of all information of camp schedule
- Perform emergency procedures such as minor first aid and CPR
- Consistently apply appropriate behavior management techniques to ensure a safe and enjoyable environment for all participants
- Ensure that all camp sites are kept free of litter and organized
- Be prepared to facilitate team building activities, environmental education, outdoor leadership activities and other outdoor recreation education experiences.
- Communicate with parents / guardians of young participants to provide feedback
- Communicate regularly with the camp director to provide updates
- Other duties as related to the job or rec center

### **Public Involvement**

From time to time the Counselor must handle situations brought about by various situations when dealing with the public

### **Physical and Dexterity Requirements**

- Assist in the performance of the job involving guidelines, rules, and procedures with constant problem solving skills
- The job requires light to moderate physical activity
- Work day, nights, and or wk. end events
- Requires secondary work that involves walking or standing for long periods of time. Involves exerting up to 20 to 50 lbs. of force on a recurring basis, and a consideration of skill in a speed and use of fingers, hands, and feet in a task of close tolerance
- Should be prepared to assist or lead in outdoor recreational activities such as Hiking, Kayaking, Paddle sports, tubing, and other outdoor recreation activities
- Be prepared to be outside for long periods of times

### **Judgments and Decisions**

Responsible for actions of others, requiring almost constant decision making that affect other coworkers, camp participants, center visitors, and the general public. Will work in a generally fluid setting with goals, rules, and guidelines to be followed. Operate with an understanding that sometimes there may be variations from the normal routine

### **Education**

Rising Senior in High School or above

## **Special Requirements**

Must possess a valid driver's license

Must possess CPR and First Aid Certifications (can be provided by the Town of Waynesville)

Must be 17 years or older