



**Date:** March 3, 2023

**From:** Town of Waynesville- Human Resources Department

**RE:** Part-Time Summer Camp Assistant

**Department:** Recreation and Parks

**Salary:** \$14.50/hour - Monday through Friday – schedule varies

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#### **DESCRIPTION OF CLASS**

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

#### **ESSENTIAL TASKS**

The Task listed below are those that spend the majority of time spent working in this class. Management may assign different tasks 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
- Track activities and games that need to be introduced during summer camp
- Ensure that all rules are defined prior to the beginning of summer camp
- Provide campers and parents with information about 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 organized and kept free of litter
- 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 about camp experience
- Communicate regularly with the program supervisor or designee to provide updates regarding programming, camp activities and any pertinent information regarding participants
- Perform other duties as assigned

#### **SPECIAL REQUIREMENTS**

- Must possess a valid driver's license

## **CLASS TITLE: PART-TIME SUMMER CAMP ASSISTANT**

- Must possess CPR and First Aid Certifications (can be provided by the Town of Waynesville)
- Must be 16 years or older

### **PHYSICAL AND DEXTERITY REQUIREMENTS:**

- Assist in the performance of the job involving guidelines, rules, and procedures with constant problem-solving skills
- Requires secondary work that involves walking or standing for long periods of time.
- Should be prepared to assist or lead in outdoor recreational activities such as hiking, kayaking, paddle sports, tubing, and other outdoor recreational activities
- Be prepared to be outside for long periods of times

Requires light to moderate physical activity that involves walking or standing for long periods of time and involves exerting up to 20 to 50 pounds of force on a recurring basis.

### **SENSORY REQUIREMENTS:**

The job requires normal visual acuity and field of vision, hearing and speaking abilities.

### **JUDGMENTS AND DECISIONS:**

Responsible for guiding others, requiring frequent decisions affecting co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures but with many variations from the routine.

### **ADA COMPLIANCE**

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**Interested applicants may submit an application to:**

**Town of Waynesville,  
Brittany Angel, HR Coordinator  
Human Resources Department  
16 S. Main Street, Waynesville, NC 28786  
Or via email to [banjel@waynesvillenc.gov](mailto:banjel@waynesvillenc.gov)  
Applications will be accepted until filled**