

# Job Description

## Taylor County Board of County Commissioners

### JOB TITLE: Day Camp Counselor

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EXEMPT (Y/N):	No	UNION (Y/N):	No
LOCATION:	County Extension	DEPARTMENT:	County Extension
Pay Range:	\$8.44/hr – \$11.68/hr	SUPERVISOR:	4-H Coordinator
PREPARED BY:	Human Resources (AC)	DATE:	12/27/99
APPROVED BY:	BCC	DATE:	12/27/99

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#### **SUMMARY:**

This is a part-time seasonal position that reports directly to the 4-H Coordinator and assists with planning, organizing and implementing various day camp activities and programs. Experience coordinating and implementing education programs is strongly desired.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Conducting day camp activities.
- Planning and organizing day camp activities.
- Direct supervision of minors.
- Adherence to and enforcement of safety standards.
- Demonstrates use of recreational and educational equipment.
- Organizes leads, instructs, and referees games.
- Enforcement of rules to guide, conducts, and safeguards health and safety of participants.
- Maintain schedule.
- Interact with public.
- Assist with inquiries.
- Assist other employees in various duties.
- Perform related work as required.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to plan, organize and implement various day camp activities and programs.
- Ability to follow written and oral instructions.
- Ability to establish and maintain effective working relationships with others.

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- Ability to receive the public with courtesy.
- Ability to adhere to prescribed departmental procedure.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties on this job, the employee is regularly required to sit, stand, use hands and fingers, walk, reach, stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 40 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ◆ While performing this job, the employee works with children ages seven and up in an indoor and outdoor environment.
- ◆ Employee frequently exposed to heat while participating in outdoor activities.

**EDUCATION AND/OR EXPERIENCE:**

Education requirement is a high school diploma, GED, or equivalent experience. Must have experience working with children ages seven and up in a day camp, school or daycare environment.