

CITY OF MONTGOMERY

POSITION DESCRIPTION

Position Title: Camp Counselor (seasonal)

FLSA Status: Non-exempt

Reports to: Head Camp Counselor

Civil Service Status: Unclassified

General Function:

Is responsible to the Head Camp Counselor for assisting in implementing an inclusive and varied summer camp for children. Works with the other camp counselors and is immediately responsible for the children's safety and participation. Is committed to the mission, vision, and values of the City through ethical conduct, community stewardship, individual initiative and responsive service. Demonstrates leadership, management and technical skills through effective collaboration, using team resources, progressive decision making and personal responsibility.

Competencies:

Leadership

Exhibits behavior consistent with the mission, vision and values of the City of Montgomery.

Fulfills the mission, vision and values of the City through excellent customer service, creative problem solving, decision making, and stewardship of City resources.

Contributes to a learning/thinking/renewing division through benchmarking, best practices, customer feedback and continuous improvement.

Provides teaching, mentoring and motivation to other employees within the organization through the sharing of knowledge, skills and information; is proactive in performing and improving his/her own work and suggests and participates in projects and activities to improve the function of the entire organization.

Demonstrates emotional intelligence in day-to-day work, decision-making, and problem solving.

Initiates and suggests actions to improve division and City operations, employee performance, morale and work methods.

Demonstrates a commitment to provide and require excellent customer service through cooperative team and individual efforts.

Communication

Provides suggestions, advice and support to supervisor, department heads, other City employees, employee teams, and the City's customers.

Communicates the City's mission, vision and values through words and actions.

Communicates effectively, both orally and in writing with the supervisor, department heads, City employees, employee teams and the City's customers.

Works cooperatively with all City employees toward the common goal of providing high quality services.

Exhibits excellent interpersonal and human relationship skills.

Management

Participates in development and mentoring of staff to achieve a cohesive work unit consistent with the City's mission, vision, and values.

Is accountable for the delivery of quality services and work product as a part of the overall division and City-wide strategic direction, goals and objectives.

Contributes to a superior work culture through participation in training and mentoring to develop leadership, management and technical skills in all employees.

Assists employees with developing and implementing programs and objectives to improve division and City-wide efficiency.

Effectively manages multiple assignments and priorities to ensure the fulfillment of projects, tasks and responsibilities.

Suggests and carries out procedures to assure the highest standards of risk management, employee safety and risk avoidance.

Technical Tasks

Implements summer camp daily activities, evaluating the progress of camp, and continually interfacing with parents, staff and participants.

Handles registration information, permission and waiver forms, incident reports, time sheets, revenues and other camp-related records.

Participates in daily camp activities and weekly trips including swimming, hiking, sporting games, and other summer children's activities scheduled throughout camp.

Evaluates camp daily and suggests improvements, needs, hazards and trends to supervisor for further evaluation and follow-up.

Assists with set-up and clean-up of recreation events and programming.

Promotes safe work practices and ensures compliance with City safety policies.

Performs all job duties in compliance with the established rules and regulations of the Recreation Department and the City of Montgomery.

Attends meetings and other related events.

Maintains individual knowledge and skills to be able to carry out all duties of camp personnel.

Handles other responsibilities and duties as assigned or needed.

Equipment Used:

Operates automobile and current office equipment including: telephone, copier, calculator, computer, paging equipment and two-way radios. Also uses a variety of recreational equipment.

Location of Work and Physical Requirements of Position:

Must be able to safely and effectively operate a motor vehicle; demonstrate physical strength and dexterity in the use of hands and feet; work requires extensive walking, standing, running on varying types of terrain and irregular surfaces; must be able to move/transport oneself from one work site to another; must be able to perform lifting of division equipment and tools, dragging, and pushing; requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, fingering, grasping, feeling, and repetitive motions; must be able to swim and operate in a swimming pool environment; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; requires working in adverse weather; requires ability to work flexible hours (to include nights and weekends); and be able to deal with stressful conditions in a calm and professional manner; must be able to work in off-site locations, including residential structures. Work is performed primarily in the City parks, Montgomery municipal pool, and throughout the physical environs of the City.

Minimum Requirements for Entry to Position:

Must be at least 15 years of age, experience working with youth ages six to twelve preferred; ability to interact effectively with the public, agencies and staff at all levels; relevant knowledge of recreation programs and their operation preferred; ability to work well with a variety of age groups; must be able to swim a minimum of 1 length of pool (25 yards); must have certification in CPR/First Aid; must be able to work continually throughout camp schedule; must have reliable transportation to and from work.

Revised: 4/17/2002