

# ***CITY OF MONTGOMERY***

## **POSITION DESCRIPTION**

**Position Title:** Head Camp Counselor (seasonal)

**FLSA Status:** Non-exempt

**Reports to:** Assistant Recreation Director

**Civil Service Status:** Unclassified

### **General Function:**

Is responsible to the Assistant Recreation Director for assisting in planning and implementing an inclusive and varied summer camp program for children. Supervises 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**

Assists in the planning, marketing and implementation of summer camp through: being a part of the interviewing/hiring process, training part-time staff, scheduling weekly trips and daily activities, evaluating progress of camp and staff, and continually interfacing with parents, staff and participants.

Maintains registration information, permission and waiver forms, incident reports, time sheets, receipts, 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.

Trains and supervises part-time camp staff and program volunteers.

Generates and facilitates new programming that keeps abreast of current trends and community interests.

Organizes and assists with set-up and clean-up of recreation events and programming.

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

Prepares letters, reports, memos, and other written documents.

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

Evaluates the purchase of City equipment; orders division supplies and equipment.

Attends meetings and other related events.

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

Reviews and investigates complaints and requests for service(s).

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 18 years of age, supervisory experience in the field of recreation preferred; ability to interact effectively with the public, agencies and staff at all levels; ability to supervise others, coordinate, train and direct personnel resources; relevant knowledge of recreation programs and their operation; 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 possess a valid driver's license from state of residency.

Revised: 4/17/2002