

Town of Fort Myers Beach Job Description

POSITION: Summer Camp Counselor
DEPARTMENT: Parks & Recreation

POSITION SUMMARY

This is a seasonal position with a varying schedule. Counselors supervise and assist school-aged children participating in Summer Camp at the Bay Oaks Recreational Campus. Counselors conduct games, assist with special activities, and maintain awareness of the health, safety and happiness of the campers to which they are assigned. Summer Camp Counselors work under the direct supervision of the Program Coordinator.

ESSENTIAL JOB FUNCTIONS

- Supervising campers during each day of Summer Camp and during all camp events. If a problem occurs involving a camper, Summer Camp Counselors are responsible for immediately reporting the problem to the Program Coordinators or Lead Summer Camp Counselor.
- Group supervision of campers with attention to all of the following: program function, camper health, happiness, discipline, cleanliness, safety, character and skill development.
- Develop and maintain good working relationships with the general public, coworkers and the program participants.
- Be aware of and address the social adjustment of each camper.
- Help campers plan, carry out and evaluate projects and activities.
- Promote camper participation in ALL activities.
- Assist other counselors with planning activities, games and special projects.
- Teach or assist with camp programs and encourage camper participation.
- Exhibit personal habits, health, dress, speech, table etiquette and relationships with other staff that serve as a beneficial model to campers.
- Set a good example in all behaviors and habits at camp.
- Performs other duties of this position or related positions as may become necessary or as directed by the Program Coordinators and/or Lead Counselor.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school diploma or GED and must be 18 years of age.
- Must be a United States Citizen or eligible to work in the United States.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a background check, including if required for programming, Live Scan or other test required by Department of Children and Family Services, and alcohol and drug test.
- Ability to work as a team member with other counselors and adult staff members.
- Ability to read and follow written and oral instructions.
- Experience in working with children in a group setting.
- Responsible, friendly, enthusiastic, patient and willing to learn.
- Participation in counselor training.
- Must be a United States Citizen or eligible to work in the United States.
- Must possess attend Lifeguard certification before beginning employment.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Knowledge of and interest in recreation and sports activities.
- Ability to work outside in various weather conditions.
- Ability to accomplish work which requires physical stamina.
- Ability to establish and maintain effective working relationships with youth, coworkers, and the general public.
- Ability to follow routine verbal and written instructions.
- Ability to communicate effectively both orally and in writing.
- Ability to successfully work with and serve a diverse local community.
- Positive attitude and enthusiasm for the job.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- Work environment is a community recreation center and aquatic center, may be noisy and bustling.
- Environmental factors may vary, and position will require some time spent outdoors.
- Ability to work in varying and adverse weather conditions including heat, cold, rain and in the community center, pool and field areas; as well as off-site locations.
- May be required to work hours other than the regular camp hours including, early evening and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Light physical effort. Requires handling of average-weight objects up to 25 pounds and standing and walking. Task involved the regular, and at times, sustained performance of heavier physical tasks such as walking, running over rough or uneven surfaces, bending, stooping, and lifting and/or carrying moderately heavy (20 – 30 pound) items, such as recreation equipment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.