

Tuscaloosa County Park and Recreation Authority Job Description

Job Title: Outdoor Day Camp Counselor
Department: Community Development
Reports To: Outdoor Day Camp Director
FLSA Status: Non-Exempt
Job Level: Part-time; Level 5 \$8.00 (minimum) to \$9.60 (maximum)

SUMMARY

This position requires an enthusiastic passionate individual with a background in outdoor recreation and activities including hiking, swimming, and canoeing. Under the direction of the Outdoor Day Camp Director, a Day Camp Counselor is responsible for the management and supervision of the outdoor day camp program at an assigned site. The Outdoor Day Camp Counselor must work with the Outdoor Day Camp Director to plan the camp activities, supervise, and participate with campers, other staff, and volunteers to conduct the various activities with the policies and objectives established by the Special Project Manager. The Outdoor Day Camp Counselor must have the ability to relate to children from all social and economic segments of the community, while working outdoors in any weather condition. The Outdoor Day Camp Counselor must understand their relationship to the campers, to other staff members, and the public.

Essential Functions

- Responsible for the implementation of quality leisure activities for all children.
- Responsible for providing good sound instruction & leadership and for providing a safe & secure environment for the campers.
- Responsible for being in charge of assigned activity periods and for the "know how" of each activity.
- Accountable for campers in group at all times. Supervision of campers in the before and after periods, in activity periods, at the pool and on field trips.
- Foster positive communication with parents, families and guardians.
- Work within the guidelines for discipline set up by PARA
- Maintain all equipment in good condition.
- Accountable for cleaning of bathrooms and other areas as necessary in school locations
- Project a neat personal appearance at all times.
- Adhere to all policies and procedures as established in PARA Employee Handbook and Administrative Handbook.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

Three to six months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Current valid Alabama Driver License, and CPR Certification. Lifeguard certification required, training may be available. Prefer Wilderness and Remote First-aid, training available.

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 of this job, the employee is regularly required to stand, walk and sit. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The entirety of this camp will be outdoors, except during severe weather. The camp will include hiking, in moderately difficult terrain, canoeing, swimming, participation at an indoor climbing gym, and archery range.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

This camp is designated outdoors, no electronics will be available to participants, and the counselors are required to interact with the participants, not simply observe them. Team building and communication are essential at all times during camp. 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 the duties of this job, the employee is frequently exposed to outside weather conditions, including rain, extreme hot or cold, wind and water. The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis of race, color, creed, religion, sex, age national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

PARA is proud to be a "Drug Free Work Place."

All employees are subject to random drug screens.