

Town of Bay Harbor Islands

Job Description

Job Title: Camp Counselor
Reports To: Community Services Director
FLSA Status: Non-exempt
Department: Community Services

Summary: Supports Town Sponsored programs; provides supervision with related activities, and must maintain effective working relationships with teammates, program participants, children and/or parents, as necessary.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Instructs or coaches youth participants individually and in groups, in a given sport or activity.

Instructs participants in a variety of activities.

Responsible for the well-being and care of participants at all times during activity.

Responsible for preparing a well-organized practice, along with a game plan for each game or activity.

Responsible for the proper handling of comments and concerns from participants, staff, and parents.

Arrives promptly on time each day and remains throughout the shift.

Uses emergency procedures when necessary.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds Town values.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.

Problem Solving - Identifies and resolves problems in a timely manner.

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.

Ability to work well with children, to be friendly and courteous at all times when working with the children, customers, and staff. Be creative with activities for the children. Ability to take direction from supervisory staff.

Education/Experience:

High school diploma or equivalent. Minimum of one year of related experience working with children, preferably in a recreation environment and in the sport; or any acceptable combination of education and experience.

Language Ability:

Excellent communication and interpersonal skills, and the ability to establish effective working relationships with children, adults, and co-workers. Able to read and interpret documents, and write routine reports.

Math Ability:

Able to perform basic math computations.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

An individual must possess telephone usage skills

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.

The noise level in the work environment is usually moderate to loud.

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.

The employee's sensory modalities (vision and hearing) and physical capabilities (ambulation, strength, coordination, dexterity, range of motion) must be sufficient to perform the essential duties of the position. Must be able to work a flexible schedule, including nights, weekends, and holidays.

Revised 4/29/2014