



GREENFIELD PARKS & RECREATION

POSITION: Kids Kamp Counselor
DEPARTMENT: Parks and Recreation
REPORTS TO: Assistant Parks Director & Program/Events Specialist
WORK SCHEDULE: M-F (hours, days, times may vary)

DATE WRITTEN: September 2009

STATUS: Seasonal

DATE REVISED: January 2024

STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each duty satisfactorily. The requirements listed in this document 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.

Incumbent serves as Summer Kids Kamp Counselor for the City of Greenfield Parks and Recreation Department. Incumbent works under Assistant Parks Director & Program/Events Specialist and is responsible for maintaining existing department facilities, grounds and all amenities within our Departments care.

GENERAL RESPONSIBILITIES:

- Responsible for the supervision of an assigned group between the ages of 6-12.
- Work may include games, cards, books, etc. Supervise and participate with kids on playground time.
- Lead and participate in outside games. Games may include tag, capture the flag, kickball, etc.
- Oversee quiet reading time with all kids.
- Work on art-craft related items like coloring sheets, beads, glue, paper, etc.
- Accompany and supervise (participate with) children at the Kathy Dowling Aquatics Center up to three (3) days per week.
- Organize and deliver pre-determined snack/drink to all kids every day.
- Join and supervise (participate with) children on one field trip per week.
- Supervise (watch with) campers during movie time.
- Organize and participate in outside activities at the end of each day.
- Responsible for the safety of each participant in assigned group.
- Maintain rosters, attendance forms, dismissal forms, incident report forms and accident report forms as required by the Director. Directly responsible to the Kids Kamp Director.
- Punctuality and regular attendance are essential functions of this position.
- Employee is evaluated on a formal basis a minimum of two times and has performance observation evaluations on a daily basis.

- All employees are required to be familiar with all issued manuals.
- Must be available to assist in special events and programs throughout the year. This can include, but is not limited to summer concerts, movies, Trunk or Treat, Turkey Day 5K, winter activities, etc.
- All other duties as assigned/directed.

REQUIREMENTS/QUALIFICATIONS:

- Education – Must show proof of attending High School or a High School diploma or equivalent documentation of a GED.
- Must be at least 15 years of age to apply.
- Prefer individuals with previous camp, recreation program, and/or professional supervising /management experience.
- Prefer at least one (1) year experience in working with groups of children, planning, organizing, and conducting simple recreation activities and games.
- Knowledge of the care and use of recreation equipment is preferred.
- Knowledge of basic first aid and ability to observe necessary precautions to secure the safety of recreation participants and be able to render first aid in the case of minor injury is required, with CPR certification required.

DIFFICULTY OF WORK:

- While performing the duties of this job, the Employee is frequently required to walk, sit, talk, or hear.
- The Employee is occasionally required to use hands to handle, feel or operate objects, tools, or controls, and reach with hands and arms.
- The Employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- The Employee must occasionally lift and or move objects up to 50 lbs.
- Specific vision abilities required by this position include close vision, color vision, and the ability to adjust focus.
- While performing the duties of this job, the Employee occasionally works in outside weather conditions and may be exposed to wet and/or humid conditions, toxic or caustic chemicals.

PERSONAL WORK RELATIONSHIPS:

Incumbents maintains frequent contact with co-workers, other City departments, other recreation organizations, program participants, local school corporation, national associations, and the public for purpose of exchanging information, explaining/interpreting policies and procedures, coordinating program activities, and supervising and directing personnel.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties according to standard practice of the professional field. Incumbent receives general supervision and discusses with Assistant Parks Director &/or Program/Events Specialist unusual/unprecedented situations. Incumbent's work is reviewed primarily for attainment of department goals and objectives.

APPLICATION/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Kids Kamp Counselor for the City of Greenfield Parks and Recreations Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and comply with all job duties, requirements and responsibilities contained herein.

Is there anything that would keep you from meeting the job duties and requirements as outline?

Yes_____ No_____

Applicant/Employee Signature

Date