

CITY OF CHARLEVOIX

Title: Mt. McSauba Camp Counselor

FLSA: Non-exempt
STATUS: Seasonal Summer

Department: Recreation

Reports To: McSauba Camp Director

Date: March 21, 2016

Position Purpose and Objectives

Supervise groups of children during their participation in day camp activities. Responsible for safety and supervision of children.

Scope and Environment

Works in all types of summer weather. Works under the direct supervision of the camp director. Work schedule is based on camp enrollment demand and varies throughout the camp duration. Supervises small group(s) of 10-15 local and non-local children ages 5-13. Activities include swimming, field sports, and arts and crafts on lakefront property.

Essential Job Functions

- Responsible for supervising children during day camp activities.
- Enforce camp safety standards.
- Resolve problems and keep superiors apprised of incidents, etc.

Knowledge, Skills and Abilities Required

- Able to work outdoors in all types of summer weather.
- Able to withstand activities in the water for up to one hour at a time.
- Creative and resourceful.
- Positive attitude.
- Excellent interpersonal and public relations skills with parents and campers.
- Patience working with people of all ages and abilities.
- Ability to build camaraderie/work in team environment.
- Flexibility regarding work hours.
- Ability to project a courteous and positive public image of the City of Charlevoix.

Certifications

- Ability to obtain a Red Cross certification by hire date.
- One year experience working with young children preferred.
- Must be 18 years of age or older; or a high school graduate.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council Approval: March 21, 2016