

Department: In all Civil Divisions  
Classification: Non-Competitive (Seasonal)  
Grade: \_\_\_\_\_

SPEC DISK HC  
DOCUMENT 16  
FLSA Non - Exempt

### **CAMP COUNSELOR "IN-TRAINING"**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the performance of beginning level recreation tasks in assisting a Camp Counselors in the conduct of recreation activities. Work is performed under the direct supervision of a Camp Counselor. The incumbent does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

Assists in the conduct of a program at a recreation center or facility;  
Assists in the conduct of socials, dances, tournaments, special events, story telling sessions, dramatics and other recreation activities;  
Assists with officiating at athletic contests;  
Assists with the chaperoning of trips and other group activities;  
Assists in the instruction of children in games, sports, arts and crafts, dances, singing, dramatics and similar activities;  
Supervises the conduct of children's games and maintains order;  
Maintains records of attendance, activities and equipment;  
Prepares schedules for sports and special events;  
Distributes and collects equipment.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the organization and conduct of several types of sports, games, hobbies or other recreational activities; ability to maintain simple records; ability to understand and follow simple directions; reliability; physical condition commensurate with the demands of the position.

#### **MINIMUM QUALIFICATIONS:**

Must be at least 15 years old at the time of appointment.