

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

SPEC DISK EC  
DOCUMENT 13  
FLSA Non-Exempt

## **CAMP COUNSELOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the leadership of youth activities. An employee in this class organizes, directs and promotes appropriate recreational activities for all age groups. The work is performed under the direct supervision of the Head Camp Counselor in charge of the Program. Supervision is exercised over the work of subordinate staff. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Directs the recreation programs and activities at a specific playground or play area;  
Organizes, promotes and directs activities such as softball, badminton, paddle tennis, native studies, hikes, camping, arts and crafts, story-telling, dancing, singing, dramatics and quiet games; Assists in the organization of and conducts tournaments in basketball, bowling, badminton, volleyball and table game leagues;  
Assists in the organization and conduct of socials, dances and other special events;  
Plans daily schedule of activities;  
Inspects equipment for safety;  
Maintains records of activities and inventory of equipment;  
Performs minor repair and maintenance of equipment.

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

Good knowledge of the organization and conduct of recreational activities; ability to plan and direct the work of others; ability to maintain routine records; ability to stimulate and maintain the interest of program participants; sound judgment; integrity; reliability; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- (a) Must be at least 16 years old and have one season of experience in an organized recreation or athletic program; or
- (b) Must be at least 16 years old with acceptable training.

NOTE: Season means the annual duration of an organized recreation or athletic program (e.g. summer playground program).

REVISED: 04/06/2010