

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

SPEC DISK EC  
DOCUMENT 12  
FLSA Exempt

## **HEAD CAMP COUNSELOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning, organizing and supervising a major segment of the recreation program, either playgrounds or athletics. Employees participate in planning, promoting and publicizing program activities. Supervision is exercised over subordinate staff. The incumbent does related work as required.

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

Plans, organizes and directs playground, recreation and athletic activities;  
Prepares publicity and news releases for an assigned portion of the recreation program;  
Schedules and directs activities at playgrounds, recreation facility or athletic fields;  
Plans and promotes special activities or events;  
Evaluates programs for maximum utilization of staff, resources, and equipment;  
Makes periodic inspection of recreation facility, playgrounds and athletic fields to ensure that program activities are being carried out properly and that health and safety standards are maintained;  
Purchases supplies and equipment within limits established;  
Assists in the formulation of policies of recreation program and recommends new programs for implementation.

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

Thorough knowledge of recreation administrative theory, principles and practices; good knowledge of planning and equipping recreation facilities and areas; working knowledge of governmental budgetary preparation procedures; ability to plan, organize and promote recreation activities and programs; ability to plan and supervise the work of others; ability to work with groups of people of all ages; ability to communicate and cooperate with civic organizations and the general public; ability to write clearly and concisely; emotional maturity; sound judgment; reliability; resourcefulness; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from high school or possession of a high school equivalency diplomas and four seasons of experience in the conduct of an organized recreation or athletic program; or
- (b) Must be at least 18 years old and have two seasons of experience as a Camp Counselor; or
- (c) An equivalent combination of training and experience as defined by the limits of (a).

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