

Job Title: Day Camp Counselor

Department: Parks & Rec

Reports to: Activities & Events Coordinator

Opening Date:

05/02/2024

Wage: \$17.49/hr - Ten (10) 8-hour shifts + one (1) 1-hour training

Must be 16+ years old

**employee is expected to be present for entire term of temporary employment.*

First Review:

05/23/2024

SUMMARY DESCRIPTION

The Day Camp Counselor is a term-limited position for the following dates: Monday through Friday August 5th-9th, 2024 and August 12th-16th, 2024 plus an additional one-hour training held approximately two weeks prior to the first date of camp. Working hours are 8:00 am to 4:30 pm with 30-minute unpaid meal break. **By submitting your application, you are confirming availability for all dates of the camp.**

Under supervision of the Activities and Events Coordinator, the Day Camp Counselor will supervise a group of 4-8 children from approximately 8am-4pm each day of the camp, for a total of ten (10) days. This position requires the applicant to be on their feet most of the day. Applicant should be able to lift up to twenty-five (25) pounds if necessary.

REPRESENTATIVE DUTIES

Duties may include, but are not limited to, the following:

- Escort and supervise children.
- Lead recreational and educational activities (such as games, sports, and crafting).
- Set up, take down, and maintain equipment daily.
- Ensure all safety rules are followed.
- Resolve occasional conflicts between children.
- Keep accurate incident logs.

QUALIFICATIONS

The following generally describes the expectations required of the incumbent to enter the job and to successfully perform the assigned duties:

- Experience as Camp Counselor or similar role working with children (*preferred*).
- Patient and reliable.
- Excellent organizational and communication skills.
- A passion for working with children.
- Energetic and positive personality.
- Ability to meet physical demands of the job (strength and stamina to follow strenuous activities like hiking, running, crouching or carrying equipment).
- Present a professional, well-groomed, and positive appearance at all times.
- First-aid and CPR certified (*preferred*).
- Pass a background check conducted by the City of Orting.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Education/Training: The ability to read, write, and comprehend at a level necessary for successful job performance.

Experience: Previous experience working with children is encouraged, but not required.

License or Certificate: Valid Washington State Driver's License or Identification, Current CPR/First-Aid Certification (*preferred*).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment: Work is performed primarily in an outdoor setting in a variety of weather conditions. The work environment can be noisy and strenuous at times.

Physical: Sufficient physical ability to work in an outdoor youth setting; walk, stand, or sit for prolonged periods of time; lifting and carrying up to 25 pounds; bending, stooping, kneeling and operating playground and sports equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

REASONABLE ACCOMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.

The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.