

CITY OF THE COLONY Status: Non-Exempt Prepared By: Recreation Coordinator	Kidz Kamp Counselor	PARKS & RECREATION DEPARTMENT Revised: 02/2015
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JOB SUMMARY
Provide recreational programming for children ages 6 - 12. Communicate effectively and courteously with public, camp participants, parents and staff in person, in writing and by telephone. Responsible for providing high quality service in all personal interactions with customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Organize and lead activities for large/small groups of children ages 6 - 12. 2. Must be able to supervise and accompany children while swimming, hiking, fishing, playing games and other daily camp activities. 3. Ability to use sound judgment in handling discipline issue with participants, and to make quick decisions to ensure the safety of all. 4. Must be mature, enthusiastic, imaginative, energetic, creative, have strong leadership skills and ability to work independently with minimal supervision. 5. Ability to tolerate and work in extreme weather conditions. 6. Must be able to work flexible hours. Camp is held Monday – Friday from 7am – 6pm. Occasional weekend hours are required. 7. Accompany group on field trips. 8. Assist director in the preparation of work schedules, time sheets, incident and accident reports, and other reports or paperwork as necessary. 9. Assist with the TeenWorks program as needed. 10. Assist director with budgeting, planning and coordinating. 11. Must be able to lift, pull, push or drag up to 60 pounds of equipment; i.e. ice chest, storage boxes.

KNOWLEDGE, SKILLS, AND ABILITIES
<ol style="list-style-type: none"> 1. Ability to use good judgment in handling emergency situations. 2. Ability to swim 25 yards without stopping, and assist lifeguards with pool supervision. 3. Knowledge of handling problematic behavioral disorders, i.e. ADD, ADHD. 4. Knowledge of various games and sports and other youth oriented activities.

EDUCATION, EXPERIENCE AND CERTIFICATION
<ol style="list-style-type: none"> 1. Must be at least 16 years of age. 2. High School diploma or college experience preferred. 3. Valid Texas drivers license preferred. 4. CPR/1st Aid certification or ability to obtain certification during staff training.

CERTIFICATION	
Employee Signature:	Date Signed:

Immediate Supervisor
and/or Department Head:

Date Signed: