

Camp Verde Parks & Recreation
Summer Day Camp
Job Description Addendum

These are Day Camp specific duties, responsibilities and requirements in addition to those listed in the general Camp Verde Job Description for this position

Position Title: Day Camp Counselor

Camp Verde Classification: Recreation Aide

Position purpose:

Responsible for direct delivery of Summer Day Camp programming. Coordinate work with other Camp Counselors, volunteers and other staff as needed to achieve goals and comply with policies and procedures.

Essential job functions:

- Assist in providing direct supervision and activity participation to campers on an ongoing basis.
- Assist in maintaining communication with parents/guardians and other staff.
- Keep workplace, equipment and supplies in a clean, organized and safe manner.
- Assist in completing required reports and records.

Relationships:

- Reports to and takes direction from Head Counselor.
- Assist other staff in communication with host facilities for scheduled field trips, guest speakers, specialized instructors and the like.

Equipment Used:

- Standard office equipment: computers, copier, files
- Communication equipment: cell phone, portable two way radios
- Sports equipment: basketballs, soccer balls, gear bags, cones, flagging tape etc.
- Recreational and arts & craft supplies: board games, glue, paper, scissors, tape, paint etc.
- Emergency equipment: First aid equipment

Qualifications:

- Minimum age 16
- Experience working with school age children

Physical aspects of the job:

- Must be able to lead campers and staff to Library and back, and participate in field trips and camp activities.
- Be able to bend, stoop, twist, and reach overhead as needed for normal camp duties.