

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 Head Counselor

Camp Verde Classification: Recreation Aide

Position purpose:

Responsible for the daily delivery of Summer Day Camp programming. Direct staff in order to accomplish scheduled programming including any required adjustments. Coordinate work of Camp Counselors, volunteers and other staff as needed to achieve goals and comply with policies and procedures.

Essential job functions:

- Provide direct supervision and activity direction 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.
- Complete required reports and records.

Relationships:

- Reports to and takes direction from Camp Manager.
- Assist Camp Manager 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 18
- Experience working with school age children

Preferred:

- Experience in coordinating or directing work of others

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.