



Tahoe Donner Association Job Description

Job Title: Camp Counselor
Job Code: 180
Department: Day Camps
Reports To: Camp Supervisor
Class Code: 9066
FLSA Status: Non-exempt
Salary Level: Hourly 1
Pay Range: \$10.50-11.57 per hour
File Name: Camp Counselor.doc
Prepared Date: 5/29/2007, revised 10/21/2009, updated 4/30/11, 4/27/17

SUMMARY

The Camp Counselor is responsible for assisting in the daily planned activities, supervision of campers, and assisting in leading daily activities with day camp students. Camp Counselor must enjoy working with children, is organized, willing to help camp Leader, encourage safety and is reliable. Must be willing to participate in all the Day Camp activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide excellent customer service to customers, employees and business partners.

Assist members and guests with information about day camps and other amenities.

Maintain understanding of Association rules, regulations, and prescribed program guidelines and complies with safety regulations.

Participate with set-up and dismantling program props, signs, and other equipment as needed. Clean and maintain camp area, supplies and equipment.

Attend, provide assistance and actively participate in day camp and recreation activities with children and young adults.

Assist Camp Leaders in planning, leading, supervising campers, and actively participates in assigned day camp with children's daily activities.

Assist in cleaning the bathrooms, vacuuming the floors, and mopping of the floor daily.

QUALIFICATIONS

To perform this job satisfactorily, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Less than high school education; or up to one month related experience or training with children and children's activities; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.
Current American Red Cross Lifeguard Certification or equivalent is recommended.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Effectively communicate with members and guests based on knowledge of day camp programs.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have received and read the above job description.

EMPLOYEE NAME

EMPLOYEE SIGNATURE

/_____
DATE