



## CITY OF SUNSET HILLS JOB DESCRIPTION

<b>Job Title:</b>	<b>Day Camp Counselor - Seasonal</b>
<b>Department:</b>	Parks and Recreation Department
<b>Reports To:</b>	Day Camp Director
<b>Pay Range:</b>	\$12.00/hour (not to exceed 40 hours/week)
<b>Camp Dates:</b>	Must be available June 6 – August 5, 2022 (8-week assignment) Off July 4-8

**Approx. Hours Per Week:** 30 - 40 hours per week, 7am-5pm

Thank you for your interest in employment with The City of Sunset Hills Parks + Recreation Department. To be considered for employment please APPLY ONLINE at: [sunset-hills.com/employment](https://sunset-hills.com/employment) The website lists available positions, job descriptions, requirements and application instructions.

### Summary

Implements and supervises the day-to-day camp activities and special entertainment for campers ages 5 – 12 years. Ensures the safety of all participants in programs. The City of Sunset Hills is an Equal Opportunity Employer. Reasonable accommodation will be provided as required by law.

**Essential Duties and Responsibilities include the following, however, other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- Plans, interacts and implements daily activities for campers.
- Supervise & interacts with children during camp including swim trips & lunch.
- Assists in team effort to keep all campers safe, happy and busy.
- Committed to children's safety and able to enforce COVID-19 safety protocols.
- Exercises good interpersonal skills by gladly assisting others to accomplish the work of the organization, even if it outside the scope of regular duties.
- Maintains inventory of all supplies.
- Cleans and maintains all equipment.
- Assists in conducting special events and community activities as needed.
- Acts in a dependable manner by meeting schedules and deadlines, adhering to policies and procedures and maintaining an excellent attendance record.

### Education and Experience Required

A high school diploma or in the process of obtaining a high school diploma. Some college is preferred. One year of related work experience is preferred.

### Knowledge, Skills and Abilities

Knowledge of

- Age appropriate games, songs and activities for children.
- Developmental milestones for children ages 5 – 12 years.

Ability to

- Communicate effectively with children, and their parents as well as peers.
- Teach new games and activities
- Prioritize tasks
- Work weekdays, early morning, and evenings

### **Language and Mathematical Skills**

Ability to read and comprehend simple instructions, short correspondences and memos. Ability to write simple correspondence. Ability to add, subtract, multiply and divide using whole numbers, common fractions, and decimals. Ability to compute rates, ratios and percentages.

**Mental and Physical Demands described 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 meet these demands.**

Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Regularly required to sit, stand, walk and reach with hands and arms. Must be able to see, speak and hear.

### **Work Environment**

The indoor environment provides for a safe and healthy work environment and is smoke and drug free. Occasionally, it may be wet and humid, as well as moderately loud. The outdoor work environment may result in exposure to extreme weather conditions such as heat, cold, and humidity.