Camden County PSA Leisure Services

Kingsland, Georgia

Position Description

Title: Lead Camp Counselor

Department: Special Events Supervisor: Special Events Coordinator

Status: Part-Time/Hourly/Non-Exempt

Education: High School Student or Graduate

Position Summary: Coordinate and maintain the flow of daily task. Must be able to enforce camp rules, and create a fun and engaging environment in a day camp setting with kids of a wide variety of ages.

Essential Responsibilities/Duties:

* Coordinate snack times/location
* Check in/out children and facilitate the proper ID check process
* Coordinate setup and cleanup of all camp areas daily
* Must have the ability to open/close camp
* Verify all logbooks daily, keep accurate incident, first aid, behavior, child attendance log
* Enforce daily camp schedule
* Entertain and engage kids of a variety of ages
* Maintain cleanliness of all camp-occupied areas
* Other duties as assigned

Knowledge, Skills, and Abilities

* CPR/AED/First aid certification
* Ability to work well with others
* Excellent communication skills
* Ability to lift equipment and to spot children
* Understand all Field Trip Rules
* Self-motivation, creativity, and the ability to deliver constructive criticism
* Must possess the ability to establish and maintain effective working relationships with parents, and students
* Must be alert to conditions which affect health, safety, sanitation and good housekeeping practices

Working Environment: Fast paced, indoor/outdoor environment. Walking and standing for many hours. Hot and humid field trip locations.

Physical Requirements: Speaking and hearing clear enough to facilitate effective communication. Being in outdoor environments for long periods of time. Walking, standing, stooping and at times need to get into the pool. Being on feet for long periods of time. Vision requirements: Close, distance, peripheral and depth perception.

**Signatures**

This job description has been approved by:

Department Coordinator: Date:

Human Resources: Date:

Employee signature below indicates the employee’s understanding of the requirements, essential functions, and duties of the position.

Employee: Date: