

**Tuscaloosa County Park and Recreation Authority
Job Description**

Job Title: Day Camp Counselor
Department: Recreation Programs
Reports To: Day Camp Director
FLSA Status: Non-Exempt
Job Level: Part-Time, Pay Level 10 \$9.06 (minimum) to \$10.87 (maximum)

SUMMARY

Under the Day Camp Director, a Counselor is responsible for the supervision of a specific age group of children as assigned. The Counselor must administer the various camp activities in accordance with the policies and objectives established by the Day Camp Director and in collaboration with Day Camp Instructors. The Counselor must also have the ability to relate to children from all social and economic segments of the community. The Counselor must understand his/her relationship to the campers, to the Director and in particular - to the Department and the Public.

ESSENTIAL FUNCTIONS

Responsible for the daily/weekly implementation of quality educational and recreational activities for all children in collaboration with Day Camp Instructors.

Responsible for providing quality instruction and leadership and for providing a safe & secure environment for all participants

Responsible for seeing that all activity areas and equipment are properly maintained.

Responsible for investing individual skills and interests into educational and recreation activities.

Accountable for campers in groups at all times. Supervision of participants in groups at all times including in the before and after periods, in activity periods, at the pool and on outings.

Foster positive communication with parents, families, guardians, and PARA Staff.

Work within the guidelines for discipline set up by PARA

Accountable for cleaning of bathrooms or other areas sites when necessary.

Project a neat personal appearance at all times.

Adhere to all polices and procedures as established in PARA Employee Handbook and Administrative Handbook.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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

One-year coursework from college or technical school; or 6 months to 1-year related experience and/or training preferred; or equivalent combination of education and experience.

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 with groups of children, customers, and employees of organization.

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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Current valid Alabama Driver License and CPR Certification preferred.

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, and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 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 frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis of race, color, creed, religion, sex, age national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

PARA is proud to be a "Drug Free Workplace."

All employees are subject to random drug screens.