

Seasonal For-Mar Park Day Camp Counselor
Genesee County Parks and Recreation Commission

GENERAL STATEMENT OF DUTIES:

The Day Camp Counselor is responsible for coordinating campers and ensuring their safety, development, growth, skill achievement, and general well-being. Maintains a schedule for camp participants, facilities and creates lesson plans for daily activities, organizes and leads various small and large daily group activities. Show a willingness to adapt to change as needed and have a passion for youth development. Reports to Day Camp Director.

STATEMENT OF TASKS:

- Ensure compliance of camp policies, rules, guidelines, as well as general practices and procedures enforced by Genesee County Parks and Recreation.
- Monitor, evaluate, and care for camper health and well-being.
- Work with Parks staff in a collaborative manner.
- Greet campers and families upon arrival and orientate them to camp.
- Participate in all camp functions.
- Teach classes in a specialty area.
- Attend pre-camp, staff meetings and trainings.
- Help where needed in any area of camp to contribute to the successful operation of camp.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of outdoor and environmental education programs.
- Knowledge of the outdoors and natural sciences.
- Ability to speak in front of groups.
- Ability to understand and carry out oral and written directions.
- Ability to prepare necessary reports and records.
- Ability to maintain good interpersonal relationships and communicate effectively with the public as well as Park staff.
- Ability to utilize Outlook, Access, Excel, and Publisher on Windows-based computer.

- Ability to work independently, collaboratively and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

MINIMUM QUALIFICATIONS:

- Minimum 18 years of age.
- Previous experience working with a population like that which the camp serves and/or experience working in a day camp setting or similar program preferred but not required.
- Valid Michigan Driver's License.

SPECIAL REQUIREMENTS:

- Must be willing to work outdoors in a variety of weather conditions.
- Obtain CPR, AED, and First Aid Training prior to start of Day Camp.