

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

**GENERAL STATEMENT OF DUTIES:**

The Day Camp Junior Counselor will be responsible for assisting the Day Camp Counselors with summer day camp programming and reports directly to the Camp Director and Counselors. The Day Camp Junior Counselor is responsible for ensuring the safety, wellbeing, and excitement of campers. Day Camp Junior Counselor will aide in the execution of creative and thoughtful programming, create meaningful connections, show a willingness to adapt to change as needed, and have a passion for youth development. The Day Camp Junior Counselor is not to be solely responsible for the care and supervision of campers.

**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.
- Aide in teaching classes as assigned.
- Attend pre-camp, staff meetings and trainings.
- Help where needed in any area of the day 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:

- At Least 16 years of age.

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.
- Work Permit approved by school.