Non-Exempt

Seasonal

**CITY OF NOVI**

**JOB DESCRIPTION**

**CAMP COUNSELOR**

**SUMMARY:**

Under the direction of the Head Counselor and Recreation Supervisor, the Camp Counselor is responsible for providing a safe, growing fun camp experience while working with other staff in a supportive manner. The counselor ensures the camp stays on schedule, completes paper work, and communicates with parents and other staff members.

**SUPERVISION RECEIVED**

Supervised by: Head Counselor and Recreation Supervisor

Supervises: None

**RESPONSIBILITIES AND ESSENTIAL DUTIES/FUNCTIONS:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Work with a group of 8-10 campers to experience a safe, growing, fun camp experience
2. Work with other staff in a supportive manner
3. Conducts themselves in a personable and “professional” manner as befits a member of our staff, and an employee of the City of Novi.

Specific:

1. Greet campers and families upon arrival and orientate them to camp
2. Establish camp jobs, rules and emergency procedures with campers
3. Plan, organize and implement a balanced recreation program to include, but not limited to, the following activities: Performing Arts, Nature Activities. Creative Crafts, Special Events, Instructional Sports, Field Trips, Sports and Games, Special Programs, Activities listed on the sites plan
4. Participate in all camp functions
5. Promote the summer program with posters, flyers and bulletin board displays
6. Attend all staff trainings and meetings
7. Keep accurate records and to submit reports that are properly completed, in a timely fashion.
8. Participate in the program evaluation process.
9. Report any suspicion of child abuse to the supervisor and discuss it with no one else.
10. Help out where needed in any area of camp to contribute to the successful operation of camp.

**ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGE, SKILLS AND ABILITIES**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made enables individuals with disabilities to perform the job.

Requirements include the following:

General:

1. Understanding of aims and objectives of camp
2. Ability to work with children to grow in character, experiences, and insights
3. Knowledge of camp program and planning
4. Winning way with campers
5. Guard the health and well-being of campers at all times

Specific:

1. At least 18 years old
2. Experience working with children
3. Ability to work in the out of doors comfortably
4. Be enthusiastic and dependable
5. CPR certification required (provided by the department)
6. Demonstrated ability to consistently and effectively provide a high level of service in accordance with the Novi Guest Service Guarantee Policy to all customers and visitors serviced by, as well as within in the City organization.
7. Demonstrated ability to value diversity in the work place and community.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 run, walk, swim, instruct and interact with participants on a regular basis. This job requires the employee to be outside majority of the day unless there is inclement weather. The noise level in this work environment can range from quiet to loud.