

**City of Beavercreek**  
*An Equal Opportunity Employer*

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**Position Title: Camp Counselor**

**Department: Parks, Recreation, and Culture**

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**Employment Status: Seasonal**

**FLSA Status: Non-Exempt**

The City of  
BEAVERCREEK  
Ohio

**GENERAL NATURE OF WORK:** Assist with the coordination and daily operation of eight one-week long summer day camps for children ages 6-12. Plan, implement, and coordinate a specified program area for all camp participants. Duties are performed under the direction of the Camp Director and Recreation Program Supervisor, Department of Parks, Recreation, and Culture.

**EQUIPMENT & JOB LOCATION:** This position requires general knowledge of sports, crafts, nature and outdoor activities. Camps are held at Rotary Park, six (6) weeks and CI Beaver Park, two (2) weeks.

**ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:**

*Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in all positions in this class.*

- Guides and directs assigned campers in a wide variety of camp activities.
- Directs activities of 8 to 10 campers, serving as their counselor and leader
- Ensure the safety of campers at all times, keeps camp areas clean and demonstrates a concern for the environment
- Maintain camper discipline as necessary
- Maintains safety and well-being of camp participants

**ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- Maintains good working relationships with employees, the public, parents of campers and campers
- Sets a good example for campers, and encourages respect for personal property, camp equipment and facilities
- Assist in post-camp evaluation of program
- Performs other duties as assigned. (4<sup>th</sup> of July)

**DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public.
- Skill in dealing firmly, tactfully, and courteously with the general public.
- Ability to understand and follow oral and/or written instructions.
- Possession or ability to obtain promptly certification in CPR/AED and First Aid (child through adult)
- Ability to work under the direction of the Camp Director
- Regular, predictable, and punctual attendance is required

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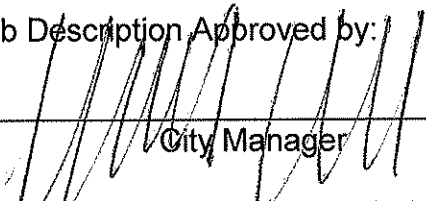
**DESIRABLE TRAINING AND EXPERIENCE:**

- Preferable fields of study; recreation administration, education or a related field; working towards a baccalaureate degree or graduate degree or a high school senior planning to enroll in a college or university.
- Coursework preparation in related fields such as early childhood education, outdoor education, program evaluation, personnel management, sports management preferred. Experience with youth camps preferred.
- Excellent communications and interpersonal skills, public relations, organizational and planning skills.

**NECESSARY SPECIAL REQUIREMENTS:**

- Possess and maintain a valid Ohio Driver's License as required.
- Ability to work other than normal working hours, and to work various shifts as necessary.

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Job Description Approved by: \_\_\_\_\_  
 \_\_\_\_\_  
City Manager

12/17/10  
\_\_\_\_\_ Date

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date