

Job Description

Title: Summer Camp or Playground Head Counselor

Department: Parks & Recreation

This position reports to and is supervised by: Full-time recreation staff

This position has authority over and supervises: None

General Definition of the position:

Leads daily schedules, trips, conducts staff meetings, organizes activities and consults with parents. The head counselor also assists leaders with special activities, and special events. Promotes and ensures safe environment.

Essential Job Functions:

- Communicate with staff any participant needs and concerns.
- Oversee health and safety of all participants.
- Adapt methods to an individual's needs.
- Assist leaders in organizing daily activities that go along with the weekly themes.
- Ensure that all areas are cleaned and secured at the end of the day.
- Correctly complete all required paperwork in a timely manner.
- Ability to work in extreme weather conditions.

Requirements to hold this position:

Required Education/Experience/Training: Experience:

- Prior experience supervising staff, planning activities for youth, and working in a playground/camp situation.
- High school diploma; college coursework preferred.

Required Knowledge, Skills, and Abilities:

- Able to remain calm and be patient in difficult situations.
- Leadership, organizational, and time management skills necessary
- Ability to handle the difficult, timid, or challenged individual
- Ability to respond to questions and address concerns of parents
- Some swim experience preferred.

Required Licenses/Certificates/Registrations:

- Valid Pennsylvania drivers' license, CPR, AED, and First Aid.
- Valid Pennsylvania Child Protectives Services Law clearances

WORK SCHEDULE: Seasonal, six to ten weeks' of employment, Monday – Friday, approx. 35 hours per week.

PHYSICAL DEMANDS OF JOB

JOB TITLE: Camp or Playground Head Counselor

NOTE: In terms of a seven (7) hour workday:

"Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship will be made as required by state and federal law.

I. In a 7 hour workday, this job requires the physical ability to:

TOTAL AT ONE TIME

- | | | |
|----|-------|---------|
| A) | Sit | 1 hour |
| B) | Stand | 3 hours |
| C) | Walk | 3 hours |

TOTAL DURING AN ENTIRE 7 HOUR WORK DAY

- | | | |
|----|-------|---------|
| A) | Sit | 1 hour |
| B) | Stand | 3 hours |
| C) | Walk | 3 hours |

IIA. Job requires the physical ability to LIFT:

		NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A)	Up to 10 Pounds			X	
B)	11-20 Pounds			X	
C)	21-30 Pounds			X	
D)	31-40 Pounds			X	
E)	41-50 Pounds			X	
F)	51-100 Pounds			X	
G)	100-200 Pounds (with assistance)		X		

IIB. Job requires the physical ability to CARRY:

A)	Up to 10 Pounds		X
B)	11-20 Pounds		X
C)	21-30 Pounds		X
D)	31-40 Pounds		X
E)	41-50 Pounds		
F)	51-100 Pounds		X
G)	100-200 Pounds (with assistance)	X	

III. Job requires the physical ability to use hands for repetitive actions such as:

		SIMPLE GRASPING	PUSHING & PULLING OF ARM CONTROLS	FINE MANIPULATION
A)	Right	Yes	Yes	Yes
B)	Left	Yes	Yes	Yes

IV. Job requires the physical ability to use feet for repetitive movements as in pushing and pulling of leg controls:

	RIGHT	LEFT	BOTH
	Yes	Yes	Yes

V. Job requires the physical ability to function in activities involving:

		NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A)	Bending			X	
B)	Squatting			X	
C)	Crawling			X	
D)	Climbing			X	
E)	Reaching			X	
F)	Driving a vehicle	X			
G)	Unprotected heights	X			
H)	Working around moving machinery		X		
I)	Exposure to marked changes in temperature & humidity				X
J)	Exposure to dust, fumes & gases				X