

CITY OF WINTER SPRINGS

Summer Camp Counselor- SEASONAL

INTERNAL & EXTERNAL JOB POSTING

APPLICATIONS GIVEN AND

ACCEPTED:

Monday - Friday

8:00 A.M. TO 5:00 P.M.

or apply online:

www.winterspringsfl.org/jobs

DATE POSTED: 01/25/2012

CLOSING DATE: OPEN UNTIL FILLED

The City of Winter Springs is an Equal Opportunity Employer/M-F/VP/D/M. To apply please submit a City of Winter Springs application and a resume (if available) to the City's Human Resources Office. QUALIFIED INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY AND MAY BE REASONABLY ACCOMMODATED. **As part of our commitment to a Drug-Free Workplace, a job applicant is offered employment conditional upon successfully passing a drug test. Refusal to take the test, or failure to pass the test according to minimum standards, is cause for disqualification. If you become employed with the City, you may be required to again submit to a drug test as requested. Your refusal or failure to pass the test to minimum standards will result in your termination.**

DEPARTMENT: Parks and Recreation

PAYGRADE: Seasonal

PAYRATE: \$7.25-\$8.50/hour

GENERAL DESCRIPTION

Performs responsible work in the coordination and supervision of summer recreation programs and activities. Work is performed under the direct supervision of the Summer Camp Site Director and Program Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

include the following. Other duties may be assigned.

- Conducts and supervises summer recreation programs, including arts and crafts, playground sports and games, and social recreational activities.
- Supervises activities and programs at Camp Discovery sites, or other designated sites.
- Conducts programs in an orderly fashion, maintaining discipline and good conduct from the children.
- Enforces safety and other rules and regulations; prepares reports on activities and programs; maintains responsibility for materials, supplies, and equipment used for programs.

SUPERVISORY RESPONSIBILITIES

Supervision may be exercised over volunteer, counselors in training, and subordinate program personnel.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Any combination of education and experience equivalent to one year from a college or university, with experience in recreation or related field. Experience working with youth recreational programs a plus..

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, program objectives, operating instructions, and procedure manuals. Ability to prepare records and reports and to submit them in a timely manner. Ability to communicate effectively, both orally and in writing.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Florida driver's license. Certification in CPR and First Aid.

OTHER SKILLS and ABILITIES: General knowledge of the philosophy and objectives of public recreation; general knowledge of first aid practices and techniques; ability to adhere to program standards and objectives outlined by supervisor; ability to lead and instruct groups in games, sports, arts and crafts, and other recreational activities; ability to deal effectively with the public.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 routinely works in outside weather conditions.

The noise level in the work environment is usually loud.