



Fluvanna County, Virginia
Department of Parks and Recreation
Job Description

CAMP COUNSELOR

Job Class #:	4090
Pay Grade:	5
Category:	Seasonal (without benefits)
FLSA Status:	Temporary
Reports To:	Recreation Amenities Manager or Director of Parks and Recreation

SUMMARY

The Camp Counselor position is responsible for implementing the summer/winter camp program by actively engaging with participants on a daily basis. This position provides oversight to camp programs in accordance with the mission, vision, and policies of the Fluvanna County Parks and Recreation Department. Responsibilities include: ensuring the safety of program participants throughout each day; providing transportation to various activities; and other tasks assigned by the supervisor.

ESSENTIAL FUNCTIONS

- Checks in/out camp participants upon arrival/dismissal.
- Engages with camp participants and leads activities on a daily basis.
- Transports camp participants to various activity locations.
- Coordinates with the supervisor on outcomes of outings.
- Prepares incident reports as necessary.
- Provides feedback to supervisor with an update on daily activities.
- Communicates with parents about positive outcomes and opportunities.
- Carries out other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Games and activities for engaging youth during camp.
- Facilities and equipment used for all program activities.
- Practices procedures ensuring the safety of program participants.

Skills in:

- Oral and written communication.
- Organizing and planning activities.
- Modeling behaviors of caring, honesty, respect, and responsibility.

Ability to:

- Interpret, communicate, and promote department's mission, vision, and goals to members of the community.
- Build and maintain positive relationships with participants, customers, and staff.
- Demonstrate a flexible, adaptive work style.
- Use diplomacy and tact in working with a variety of people in various situations.

- Keep supervisor informed of plans, progress, and problems.
- Engage participants in daily activities.

EDUCATION, EXPERIENCE, AND TRAINING

- Candidates must be at least 18 years of age.
- Possession of an appropriate driver's license valid in the Commonwealth of Virginia.
- Prior camp counseling experience preferred.
- CPR and First Aid certification preferred.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Schedules will vary between 8 - 10 hours/day and applicant must be able to work outdoors for up to 10 hours at a time. This position requires the ability to sit and/or stand for long periods of time, use a computer, telephone and related business equipment as necessary for this position. Requires ability to travel to and between center/off site locations. May be required to occasionally lift up to 25lbs.

POST OFFER REQUIREMENTS

- Criminal background and driving record check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
Dec 12, 2018	Feb 13, 2019	Feb 13, 2019	Feb 20, 2019