

City of Plymouth  
Job Description

**Department:** Park & Recreation

**Job Title:** Day Camp Counselor

**Reports to:** Park Superintendent and Recreation /Pool Director

**Status:** Seasonal Part-time    **FSLA Status:** Nonexempt    **Date Prepared:** 04/16

**To perform this position successfully, an individual must be able to perform each duty satisfactorily. The requirements listed in this document 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.**

**General Purpose of Position:** Maintain a fun and safe environment for Camp Centennial.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Clean, gather and organize materials for preparation of Day Camp.
- Accompany children on multiple field trips.
- Play, interact, guide and plan a variety of activities for children ages 5-12 years on a daily basis.
- Know pool rules and be able to handle day camp children if they are not following them.
- Learn and teach a daily half hour lesson on drug and alcohol education.
- Help children organize and pick up barn each evening.
- Thoroughly clean and organize barn on Friday evenings in case of weekend rentals.
- Speak with parents on a daily basis from everything to saying hello and goodbye as well as talking with them about their children's behavioral issues.
- Have fun, and know that some days kids can be very stressful!
- Dress appropriately.
- Represent oneself with pride and be loyal to the Park Department and the City of Plymouth both while on duty and off.

**Supervisory Responsibilities:** None

**Minimum Requirements:**

**Knowledge and/or experience:** Have finished at least one year of college or equivalent experience.

**Mathematical Skills:** Ability to add, subtract and multiply numbers.

**Reasoning:** Ability to apply common sense and to carry out detailed written and oral instructions.

**Physical Demands:** Must be able to keep up in a high energy environment. While performing the duties of this job, the employee is regularly required to talk or hear, and climb or balance. The employee frequently is required to stand, walk and/or sit. The employee is occasionally required to stop, run, kneel crouch or crawl. Occasionally, the employee may have to move or lift 60-100 pounds. Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:** Ability to work in cool or extremely hot temperatures .

**Certificates, Licenses, Registrations:** CPR and First Aid would be helpful.

**This job description is a general description of essential job functions – it is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform.**

**Other duties may be assigned – all employees of the City of Plymouth are expected to perform tasks as assigned by the City of Plymouth supervisory/management personnel, regardless of job title or routine job duties.**