

CITY OF WINTER GARDEN
Classification Description

CLASSIFICATION TITLE: Recreation Counselor Part Time
DEPARTMENT: Parks and Recreation Department
DIVISION: Recreation

FLSA Status: N
Union Status: N/A

WORK OBJECTIVE

Under general supervision of the Recreation Supervisor and Summer Day Camp Director, will create, lead and implement activities for children ages 5 to 13 in the Summer Day Camp program.

ESSENTIAL FUNCTIONS

The list of essential functions is intended to be representative of the work performed. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed if such duties are a logical assignment to the position.

- Must be an energetic, safety conscious role model to school age children.
- Programming activities and projects in a variety of areas including music, sports, crafts and outdoor games.
- Must instruct groups of children in age appropriate activities.
- Provide lesson plans, prepare materials and plan activities, games and projects.
- Supervise campers, ensuring constant safety and program quality.
- Participate actively with children ages 5 to 13.
- Performs all other duties as assigned by the Camp Director or the Recreation Supervisor.

MINIMUM QUALIFICATIONS

Candidates should be comfortable working with children between the ages of 5 – 13. Counselors should be creative and able to improvise fun at any given time. Good judgment, maturity and patience are all a must in this position. CPR/First Aid preferred but not required. High school diploma or GED equivalent preferred; 18 years & older.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of games, sports and activities for children.

Knowledge of teaching/leading groups of children ages 5 to 13.

Ability to communicate effectively, speak in front of large groups and lead activities for children ages 5 to 13.

Ability to work well, be flexible and provide support to all other camp staff.

Ability to maintain proper records and lesson plans for the duration of the summer.

Ability to understand and follow verbal and basic written instructions.

Ability to work in all weather conditions.

PHYSICAL REQUIREMENTS

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, running, swimming, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (up to 25 pounds).

The City of Winter Garden is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Winter Garden provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date