

Camp Counselor

Nature of Work

This is part time recreational work assisting with a variety of recreational activities for summer camps operated by the City of Pigeon Forge Recreation Department. Activities associated with the job include greeting campers, assisting with the coordination of daily planned activities, supervising children during activities to ensure their safety and providing general information about recreation programs and facilities. Additional activities include distributing and collecting recreational equipment, cleaning the recreational facilities and responding to the physical needs of participants when necessary. Job related duties require some experience working in a recreational facility or summer camp, some knowledge of age appropriate recreational activities for program participants, ability to effectively plan and coordinate recreational activities and ensure the safety of participants, sufficient strength and agility to perform the physically demanding aspects of the job, some knowledge of the cleaning and maintenance requirements of recreational facilities and good organizational, interpersonal and decision making skills. Job performance is evaluated by the Recreation Program Manager in consultation with the Recreation Superintendent through review of adherence to recreation facility rules and regulations, level of support provided for recreational activities, dependability in performing job assignments and organizational, interpersonal and decision making skills.

Illustrative Examples of Work

- Greet and assist children participating in recreational events and activities and sets up the program area(s) for daily activities.
- Assists with enrolling program participants and receiving, recording and accounting for fees and other charges.
- Distributes, monitors and collects recreational and game room equipment.
- Monitors the use of the recreational facilities and cleans and organizes as necessary.
- Observes the actions of program participants, maintains discipline and enforces program safety rules.
- Assists with providing emergency first aid practices to program participants and notifies the appropriate personnel when necessary.
- Assists with opening and closing the recreational facilities used for the daily activities.
- Notifies the appropriate personnel in the event of emergency situations, discipline problems, malfunctioning equipment, etc.
- Explains the rules and regulations required to participate in programs and activities.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited high school supplemented with additional training and experience in supervising recreational activities; knowledge of recreational facility

operations; knowledge of life saving and first aid practices and techniques; knowledge of cleaning and maintenance requirements for public recreational facilities; sufficient strength and agility to perform the physically demanding aspects of the job; good interpersonal, organizational and decision making skills; or any equivalent combination of education and/or experience to provide the following knowledge, abilities and skills:

- Knowledge of the recreational facility's safety rules and first aid practices and techniques.
- Knowledge of the maintenance and cleaning requirements of large public recreational facilities.
- Knowledge of the fees and other related charges for participating in recreational activities and events.
- Some knowledge of age appropriate recreational and arts and crafts programming for school age children.
- Ability to effectively monitor and observe the activities of individuals participating in recreational activities, planned arts and crafts programs and classes, etc.
- Ability to interact with participants in a professional and courteous manner.
- Ability to consistently adhere to all established policies and procedures and perform job assignments in a timely and dependable manner.
- Ability to enforce rules in a diplomatic and impartial manner.

Necessary Special Requirements

- Must be 18 years of age or older.
- Possession of current First Aid and CPR certifications.
- Possession of a valid Tennessee Driver's license and the ability to be insured at standard vehicle liability rates.

Physical Requirements

- This is medium work requiring exerting up to 50 pounds of force occasionally and up to 20 pounds of force frequently
- The position requires considerable physical activity including walking, lifting, reaching, stooping, pulling, pushing, grasping, balancing, climbing and standing
- The worker is subject to inside and outside activities with no effective protection from weather changes
- Visual acuity is required to monitor the activities of program participants
- The worker is subject to atmospheric conditions, job hazards and noise
- Work requires hearing sufficient to accurately perceive information at a normal spoken word level
- Vocal communications for expressing and exchanging ideas and commands by means of the spoken word

Pigeon Forge, Tennessee
FLSA – Non-Exempt
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