

CITY OF NORTH RIDGEVILLE, OHIO

JOB DESCRIPTION:

Title: Day Camp Counselor

Position Classification: Camp Counselor

Department: Parks and Recreation

FLSA Status: Non - Exempt

Job Status: Seasonal

Grade Number: Step C, \$9.81/hr.

Application Deadline: Wednesday, March 31, 2021

GENERAL RESPONSIBILITIES:

The Camp Counselor position reports to the Day Camp Director and Parks and Recreation Program Supervisor. The primary responsibility of the Camp Counselor is to supervise and lead children ages 6-12 through day camp activities such as games, sports, arts & crafts, songs, dance and drama, while providing a safe supervised environment for campers. Other responsibilities include participating in training; maintaining records including time sheets, weekly attendance reports, and accident reports; responding to public inquiries regarding Summer Adventure Camp; enforcing the Parks and Recreation Department's rules and policies regarding Summer Adventure Camp; and providing a high level of customer service for patrons and staff.

SPECIFIC RESPONSIBILITIES:

- Enforce the rules and policies of the City of North Ridgeville Parks and Recreation Department regarding Summer Adventure Camp.
- Play and lead a variety of active games and activities with children on a daily basis.
- Prevent accidents and injuries, and report any unsafe situations or conditions to Parks & Recreation Program Supervisor.
- Wear designated uniform on the assigned days.
- Must have regular and predictable work attendance to fulfill the essential functions of the job.
- Provide a high level of customer service for patrons and staff.
- Attend scheduled meetings regarding camp issues.
- Provide a safe environment for participants and have the ability to respond quickly to an emergency.
- Ability to drive a city vehicle.
- Works special events such as Movies in the Park and Summer Concert Series.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Previous experience in day camp programs preferred but not required.
- Previous experience working with children.
- Must be at least 16 years of age.
- Have current First Aid and CPR certifications.
- Experience in leading children in one or more of the following areas: recreational games, arts, crafts, camping, music, drama, or sports.
- Must possess and maintain a valid Ohio driver's license and retain the ability to be insured by the City's Liability

carrier.

- Must be able to pass a driving record check and a thorough background check.
- The City of North Ridgeville promotes a drug / alcohol free work environment through the use of a mandatory pre-employment drug testing.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

This position works indoors and outdoors with groups of children ranging in age from 6-12 years of age. Must be able to physically play and demonstrate games, work with arts and crafts materials, work outdoors for extended periods of time in all kinds of weather conditions, lift 20-50 lbs., and able to respond and react to an emergency in an effective manner.

Please email Tot and Youth Program Supervisor Melissa Shirley at mshirley@nridgeville.org with completed application and resume. Both can be mailed, emailed, or dropped off. Employment applications are available in the Administrative Office at City Hall, 7307 Avon Belden Road, North Ridgeville, OH 44039, or you can download the application from our website www.nridgeville.org/parksandrec under the "JOBS" tab.

All applications / resumes will be kept on file for up to 12 months.