

City of Garland Job Description

HR Use Only

Title	SSW Camp Counselor	Job Code	286695
Reports to	Recreation Services Manager	Range	208
Department	PRCAD	FLSA	Non-exempt
Date	March 27, 2014	Job Family	Customer Service

Summary

Responsible for instructing, planning and implementing a full program of structured recreational activities appropriate for the age group which are assigned (6-12 years old or 12-18 years old).

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

- 1) Supervise, organize, develop, instruct and inspires activities which meet the physical, mental and emotional needs of children.
- 2) **Enforce and maintain City and Departmental policies as needed.**
- 3) Promote and maintain good public relations and customer service.
- 4) **Able to exercise extreme safety precautions at all time.**
- 5) Work flexible days and hours.

Minimum Qualifications

- ❖ High School diploma by end of current school year.

Or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

Preferred Qualifications

Education/ Experience:

- ❖ Six months to one year experience in a customer service.

Knowledge, Skills & Abilities:

- ❖ Knowledge of a variety of recreational activities
- ❖ Knowledge of methods of supervising recreational activities
- ❖ **Knowledge of basic first aid and CPR procedures**
- ❖ Ability to communicate and organize recreational classes and activities
- ❖ Ability to communicate effectively and courteously with staff and the public
- ❖ Ability to explain rules and procedures
- ❖ Ability to maintain discipline
- ❖ Ability to prepare and maintain reports as needed
- ❖ Ability to establish and maintain good public relations
- ❖ Skill to issue supplies; operate office equipment, telephones and photocopier

Licenses and Certifications

- ❖ Valid State of Texas Class C driver's license

Position Title: SSSW Camp Counselor

Prepared by: Bea Sapene

Approved by: Albert Montero

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Prepared date: March 27, 2014

Approved date: April 07, 2014

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Job Competencies

Adaptability/Flexibility	Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.
Communication	Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills.
Customer Service	Handles customer questions and complaints, communicates with customers, handles service problems politely and efficiently, always available for customers, follows procedure to solve customer problems, understands company products and services, maintains pleasant and professional image.
Dependability	Meets commitments, works independently, accepts accountability, handles change, sets personal standards, stays focused under pressure, meets attendance/punctuality requirements.
Personal Organization	Keeps information organized and accessible, maintains clean/functional work space, works systematically/efficiently, manages time well.
Productivity	Manages a fair workload, volunteers for additional work, prioritizes tasks, develops good work procedures, manages time well, handles information flow.
Teamwork	Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leader to meet goals, welcomes newcomers and promotes a team atmosphere.

Physical Requirements / Work Environment

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bending, stooping, lifting, moving, and carrying on a daily basis, up to but not to exceed one hundred pounds. The position will work both outdoors in various weather conditions and indoors in a climate controlled facility.

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