



***SUMMER CAMP COUNSELORS***  
***Open-Competitive Recruitment***  
***(\$12.00/Hour)***

**Job Description**

**GENERAL STATEMENT OF DUTIES:**

Performs a variety of duties related to the activities and operations of Buellton's Summer Day Camp Program. Works with other camp counselors and is immediately responsible for the children's safety and participation. Is committed to fulfilling all duties with ethical conduct, community stewardship, individual initiative, and responsive service. Demonstrates leadership, management and technical skills through effective collaboration, using team resources, progressive decision making and personal responsibility.

**SUPERVISION:**

Under the administrative direction of the Recreation Center Coordinator or designee.

**EXAMPLES OF DUTIES:**

1. Implements summer camp daily activities, evaluating the progress of camp, and continually interfacing with parents, staff, and participants.
2. Handles time sheets, incident reports, receipts, and other camp related records.
3. Participates in daily camp activities and weekly trips including swimming, hiking, sports, games, and other summer children's activities scheduled throughout camp. (e.g. when at the beach or the swimming pool, counselors are IN the water, swimming and playing with kids, while providing ACTIVE supervision.)
4. Evaluates camp daily and suggests improvement, needs, hazards and trends to Head Counselor for further evaluation and follow-up.
5. Assists with set-up and clean-up of all summer camp activities and programs.
6. Performs all job duties in compliance with the established rules and regulations of the Buellton Recreation Department.
7. Attends meetings and other related trainings and events.
8. Maintains individual knowledge and skills to be able to carry out duties of camp personnel.
9. Handles other responsibilities and duties as assigned or needed.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Bending, stooping, kneeling, reaching, lifting and carrying approximately 40 pounds at waist high level. Frequent standing and walking required. High to moderate requirement for hand coordination, visual and cognitive abilities. Ability to hear clearly over distracting noise. Employee must have the ability to get along with co-workers and interact with the public. Employee must possess a Class C driving license.

**EDUCATION AND EXPERIENCE:**

Must be at least 17 years of age, experience working with youth ages six to twelve preferred; ability to interact effectively with the public, agencies, and staff at all levels; relevant knowledge of recreation programs and games; ability to work well with a variety of age groups; must be able to swim 1 length of pool (25 yards); must have certification in CPR/First Aid or have ability to obtain such certification immediately; must be able to work throughout camp schedule; must have reliable transportation to and from work. Position starts at \$12.00 per hour.

**This job description is not intended to be all-inclusive. An employee may also perform other reasonable related duties as assigned by his/her immediate supervisor. This is a seasonal temporary hourly position and offers no benefits. This position is considered non-exempt. Successful candidate must pass a physical exam, Live Scan, and must complete supplemental questionnaires.**