

## KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court  
555 Bay Road, Dover, DE 19901*

Department of Community Services

*Division of Parks and Recreation*

Excluded, GRADE 1

**Temporary/Contractual Position with No Benefits**

Hours vary as needed, 7:00 a.m. - 6:00 p.m., 5 days a week

Currently paying \$9.00/hr.

*Candidates with prior camp counselor experience and or an educational degree may be considered for  
Camp Counselor II, Assistant Camp Supervisor or Camp Supervisor*

### DAY CAMP COUNSELOR I

GENERAL STATEMENT OF DUTIES: Performs varied recreation program services at the County sponsored Youth Day Camps; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class is responsible for supervising children in the Youth Day Camp Program. Coordinate or participate in school yard games, arts, crafts and other activities; minor custodial work; minimal maintenance on camp equipment where needed; report unsafe site conditions; performance of emergency first aid care, CPR or use of AED to individuals if necessary; adhere to camp rules and regulations as outlined in training. The work of the incumbent is subject to recreation program policies outlined by the Assistant Director and Director.

ADA REQUIREMENTS: This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, stooping, reaching, walking, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Perform general and specific supervision of program participants ages 5-13;  
Perform emergency first aid care to individuals, CPR, or use of AED as trained;  
Lead or participate in school yard games, sports, and others activities as needed;  
Report unsafe site condition to immediate supervisor in a timely fashion;  
Inventory and perform minimal maintenance on camp equipment & supplies;  
Adhere to camp rules and regulations as outlined in training;  
Perform minor custodial work where needed and with permission of school staff;  
Wear proper camp attire, including the provided KCPR staff shirt at all times;  
Perform other related duties as directed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to learn day camp procedures; ability to communicate effectively both orally and in writing; ability to tabulate and compile data accurately; ability to perform detailed tasks; physical ability and stamina to maneuver sports equipment and standards; working knowledge of sports equipment and standards; ability to interact well with people; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Completion of standard high school coursework, or G.E.D. and gymnasium based sports/recreation experience, or any combination of experience and training, which provides the required knowledge, skills and abilities. Preference given to an individual with a Bachelor's degree or currently is pursuing such an education.

ADDITIONAL REQUIREMENTS: Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Possession of or completion of County approved CPR, AED and first aid course(s). Direct deposit of pay required.

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Employee Acknowledgement

Eff. 03/01/16