

SHAWNEE COUNTY, KANSAS
Position Description
Intermittent Seasonal Civitan Camp Counselor

POSITION CONTROL NUMBER: Various

FLSA STATUS: N

POSITION DESCRIPTION

Civitan Day Camp employee must be familiar with and have experience in working with persons with developmental, cognitive, and behavioral disabilities. Assists participant(s) with behavioral, physical, and/or mental skills, as necessary, to enable their success in the program. Demonstrates patience with persons who have difficulty maintaining proper social behavior. Performs other duties as assigned. This position is supervised by the Camps Supervisor.

This position is an Intermittent seasonal, non-benefits eligible position. Intermittent seasonal positions are limited to working only the parks season (February to October) and may not exceed 1,100 hours of work in the season. Intermittent positions may be ended prior to that without cause at Management's discretion.

WORK PERFORMED.

65% Supervise Children. Organizes, plans, leads, and teaches recreational activities that include games, arts, crafts, sports and outdoor activities. Follows KDHE licensing guidelines. Monitors inventory of equipment. Solves problems. Completes daily duties as assigned. Supervises the use of facilities and equipment. Performs minor custodial duties in facilities and surrounding park areas.

25% Customer Service. Demonstrates customer service and professional attitude at all times. Provides customer service by responding to requests, providing information, and directing patrons to appropriate individuals. Possess a sense of integrity and commitment to internal and external customer satisfaction demonstrating passion for excellence.

10% Other Duties as Assigned.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Good knowledge of working with children in group situation.
- Knowledge of recreational activities.
- Google Chrome
- Functions of the various Shawnee County Parks + Recreation divisions.
- Federal, State and County laws, resolutions, rules and regulations.

Ability to:

- Establish and maintain effective working relationships with other employees and the public.
- Make simple arithmetical calculations.
- Think critically and analyze data.
- Use computer software programs.
- Communicate effectively, both orally and in writing, using the English language.
- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Follow oral and written instruction.
- Operate various office equipment.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting	X				Driving	X			
Pushing/Pulling		X			Bending			X		High Elevation	X			
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing			X		Lifting-50 lbs.			X		Around Moving Machinery	X			
ARMS					Carrying			X		Driving Automotive Equipment	X			
Reaching			X		Jumping			X		Exposure to Dust, Gases and Fumes	X			
Lifting-50 lbs.			X		Twisting			X		Cramped Body Position	X			
Pushing/Pulling		X			Squatting			X		Sustained Positions	X			
Carrying			X		Turning			X		Noise Levels (Excessive)	X			
Throwing			X		LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces	X			
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision				X	Sitting			X		Work Below Ground	X			
Color Vision				X	Carrying			X		Irregular Surfaces			X	
VOICE					Climbing	X				Moving Objects	X			
Talking				X	Jumping			X		In High Volume Traffic	X			
EARS					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting-50 lbs.			X						X

EQUIPMENT USED

Personal Computer	Office Furniture	Misc. Office Equipment
Printer	Photocopier	Archery Equipment
Telephone	Sports Equipment	Canoes/Boats

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MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- Eighteen (18) years of age.
- Must meet licensing requirements.
- Verifiable related work or volunteer experience with children with disabilities required.
- Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).
 - HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

- First Aid/CPR certification preferred.
- Required to lift fifty (50) pounds.
- Required to pass KBI finger print and background check.
- Required to pass a pre-employment physical and drug screen and review of driving record.
- Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 9/19

Revision History: 02/21