

SHAWNEE COUNTY, KANSAS
Position Description
Intermittent Seasonal Summer Camp Site Director

POSITION CONTROL NUMBER:

FLSA STATUS: **N**

POSITION DESCRIPTION

Supervises camp counselors and groups of children ages 6-12. Plans and leads activities throughout the day, and helps others with their groups as necessary. Employee will be assigned to one of the following licensed outdoor camps: Passport to Adventures Camp (Crestview Park), Back to Nature Camp (Gage Park), Fun Zone Camp (Central Park/Oakland Community Center), Cool Summer Camp (Garfield Community Center), Camp Connections Lake (Lake Shawnee), and Camp Connections North (North Community Center). Performs other duties as assigned. This position is supervised by the Camps Supervisor.

This position is an Intermittent temporary, non-benefits eligible position. Intermittent positions are allowed to work up to 988 hours per year and may be ended prior to that without cause at Management's discretion.

WORK PERFORMED.

30% Supervising. Supervises Camp Counselors. Orders snacks and inventory as required. Collects and records payments. Keeps attendance records. Ensures KDHE licensing guidelines are followed. Ensures KDHE paper work is correct. Assists in the planning of activities and field trips.

30% 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.

30% 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.

KNOWLEDGE, ABILITIES AND SKILLS

Shawnee County Position Description
Intermittent Seasonal Summer Camp Site Director (various)

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							

EQUIPMENT USED

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

Shawnee County Position Description
Intermittent Seasonal Summer Camp Site Director (various)

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 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).

This position is an Intermittent temporary, non-benefits eligible position. Intermittent positions are allowed to work up to 988 hours per year and may be ended prior to that without cause at Management's discretion.

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: 01/25