

SHAWNEE COUNTY, KANSAS
Position Description
Intermittent Seasonal Camps Manager

POSITION CONTROL NUMBER: PRX635, PRX636 FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this Intermittent seasonal position assists the Camp Supervisor in the coordination, supervision, and implementation of camp operations, camp staff, and community programming at the Shawnee County Parks & Recreation operated camp facilities. Shawnee County camps include: Back to Nature, Camp Connections Lake, Camp Connections North, Civitan, Oakland Fun Zone, and Passport to Adventure.

Assists with staff trainings/orientations, maintaining proper records, scheduling of staff, performing administration duties, and ensuring/reporting proper camp maintenance. May be required to fill in for necessary camp positions as needed. Performs other duties as required. This position is supervised by the Recreation Program Supervisor – Camps & Recreation Centers.

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.

50% Supervision.

- Supervises, organizes and motivates seasonal staff.
- Assists with hiring and scheduling of seasonal staff.
- Prepares and maintains routine reports on staff and operations.
- Assists with licensing paperwork for staff and campers.
- Assists with the planning and implementation of staff trainings and orientations.
- Plans and facilitates staff meetings and in-service training.
- Ensures quality customer service is practiced by camp staff toward patrons.

45% Operations.

- Ensures that safety standards, sanitary requirements, and regulations are enforced.
- Supervises camp activities such as canoeing, archery, swimming, field trips and other daily camp activities.
- Manages the care and maintenance of camp equipment.
- Inventories equipment and supplies.
- Enforces camp safety rules and licensing regulations.
- Acts as a liaison between the public, staff, and office personnel.
- Suggests program improvements.
- Handles registration and general daily functions of camp facility.
- Notifies supervisors of disturbances, emergencies, and staff performance problems.

**Shawnee County Position Description
Intermittent Camp Manager (PRX635, PRX636)**

- Opens and closes camp facilities.
- Assists in the planning, organization, set up and tear down of accommodations for special events and facility rentals.
- Assists supervisors as requested.

5% Other Duties as Assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Human resource management including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills.
- Federal, State, and County laws, resolution, rules and regulations.
- Functions of the various Shawnee County Parks + Recreation divisions.

Ability to:

- Plan, assign, coordinate, direct tasks, and work with others.
- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Establish and maintain effective working relationships with other employees and the public.
- Communicate effectively, both orally and in writing, using the English language.
- Follow oral and written instruction.
- Make simple arithmetical calculations.
- Use various computer software programs.
- Operate various office equipment.
- Operate various hand tools and power tools.

Skill in:

- Basic camp operations.
- Providing leadership and direction to employees.
- Usage of Microsoft Office suite.

**Shawnee County Position Description
Intermittent Camp Manager (PRX635, PRX636)**

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	Air Compressor
Printer	Photocopier	Vehicles & Trailers
Telephone	Power Washer	Canoes & Corcl Boats
Fax Machine	Hand Tools	Janitorial Equipment

MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- Meets KDHE Camp Director Qualification.
- Two years of progressive experience in camp or childcare.
- Eighteen (18) years of age.
- 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

- Required to pass a pre-employment drug screen prior to employment.
- Required to lift fifty (50) pounds.

**Shawnee County Position Description
Intermittent Camp Manager (PRX635, PRX636)**

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: 02/26

Revision History: 03/26