

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: JULY 6, 2009

SUMMER CAMP JUNIOR STAFF PERSON

DISTINGUISHING FEATURES OF THE CLASS: The incumbent assists the summer camp staff and facilitates camp activities. During on-duty hours the incumbent supervises an assigned group of campers. This position will be temporary for a period of time not to exceed 90 days during portions of the months of June, July and August. Direct supervision is received from the Summer Camp Director or Summer Camp Staff Person and the incumbent is permitted limited exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Observes and promotes all rules and regulations established for the campers;
2. Assists the summer camp staff with camp activities;
3. Escorts campers to mealtime, classes, recreation, and participates in their supervision;
4. Attends camp activities as assigned;
5. Conducts morning roll call and reports discrepancies to the summer camp staff;
6. Takes attendance of campers at assigned camp activities and immediately reports any absence to the summer camp staff;
7. Reports rule violations by campers to the summer camp staff;
8. Observes campers daily for illness and/or injuries and reports all incidents to the summer camp staff;
9. Works cooperatively with fellow Junior Staff Persons in the completion of assigned duties;
10. Resides in the housing with the campers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of summer camp program activities, policies and procedures; working knowledge of the use of recreation facilities and equipment; ability to supervise campers participating in summer camp activities; ability to establish and maintain effective working relationships with others; ability to communicate effectively; willingness to work irregular hours; leadership; good judgment; neatness in appearance; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **and**

Two (2) seasons participating with an athletic team or sport or two (2) years of experience working with youth in an organized activity.

NOTE: Verifiable volunteer and/or part-time experience will be pro-rated towards meeting the experience requirement.