

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JUNE 3, 2009

### **SUMMER CAMP STAFF PERSON**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible for assisting the Summer Camp Director with the operation of a specific summer camp program. 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 and the incumbent is permitted limited exercise of independent judgment. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

1. Assists with the enforcement of camp policies and procedures;
2. Monitors and ensures appropriate camper behavior;
3. Responds to situations and assists in the resolution of conflicts among the campers;
4. Supervises campers while in the dining hall and while participating in daytime camp activities;
5. Assigns tasks to Junior Staff Persons;
6. Reports behavior and other problems to the Summer Camp Director;
7. Accompanies campers to all daytime camp events;
8. Works closely, cooperatively and amicably with all staff members;
9. Encourages cooperation, teamwork, and participation from Junior Staff Persons;
10. Observes campers for illness and/or injuries and reports all incidents to the Summer Camp Director;
11. Resides in the housing with campers;

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of summer camp program activities, policies and procedures; good 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 assign the work of 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**

Three (3) seasons participating in or coaching the applicable sport or three (3) years of experience in the applicable activity.

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