

# Camp Counselor Tompkins County

**Department:** Various Agencies Throughout Tompkins County

**Classification:** Competitive if year around. Non-competitive for the summer camp season either FT or PT.

**Approved:** 0

**Revised:** 03/13

**By:** AF, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

The applicant must be at least 16 years of age for a summer day camp **AND**

- (a.) The candidate must have at least one season of experience working in a camp situation; **OR**
- (b.) The candidate must have completed a training course related to camping or the supervision of children.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **SPECIAL REQUIREMENTS:**

Camp Counselors shall be at least 18 years of age at a children's overnight camp and at least 16 years of age at a summer day or traveling summer day camp.

If mowing is required, Camp Counselors must meet standards set by the New York State Department of Labor to operate power mowers.

The Minimum Qualifications and Special Requirements were taken from Chapter 1 of the New York State Sanitary Code, Subpart 7-2, Children's Camps. The Statutory authority is Public Health Law, Subsection 225.

## **DISTINGUISHING FEATURES OF THE CLASS:**

A Camp Counselor performs routine work in connection with the conduct of recreational activities or the care of a physical facility while in use. This is an intermediate level of work in the field of recreation involving responsibility for the orderly assignment of facilities, the collection of fees and tickets, the issuing and collection of equipment, the orderly conduct of participants, and the maintenance of facilities. The work is performed under general supervision with leeway allowed for the exercise of independent judgment. A Camp Counselor will supervise the activities of Recreation Assistants and/or Recreation Activity Specialists. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Assists in the conduct of a program at a recreation center or physical facility;
- Assists in the conduct of socials, dances, tournaments, special events, story-telling sessions, dramatics, parties, etc.;
- Assists with the officiating at athletic events;
- Assists with the chaperoning of trips and other group activities;
- Assists in the instruction of children in games, sports, arts and crafts, dancing, singing, dramatics, etc.;
- Supervises Recreation Assistants and/or Recreation Activity Specialists;
- Supervises the conduct of children's games and maintains order;
- Keeps records of attendance, activities, equipment, etc.;
- Makes up schedule for sports and special events;
- May operate a movie projector, VCR/Television or other multi-media devices;
- Distributes and collects equipment;
- Maintains and prepares courts, fields, facilities, etc.;
- Maintains order and enforces rules and regulations;
- Assigns courts and other facilities;
- May perform routine custodial and maintenance tasks;
- May operate power mowers and other ground equipment.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge and familiarity with several types of sports and games;
- Ability to comprehend, remember and follow detailed instructions;
- Ability to read and write;
- Ability to keep simple records;
- Ability to supervise staff by giving and enforcing simple instructions;
- Ability to perform light manual labor;
- Ability to get along well with others.
- The employee's physical condition shall be commensurate with the demands of the position.

Originally created 03/06/06

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