



DATE: March 12, 2010
TO: All Departments
FROM: Lauren Germany, Human Resources Generalist
REGARDING: Vacancy Announcement

The City of Gulfport – **LEISURE SERVICES DEPARTMENT** - is seeking an individual for the position of **CAMP COUNSELOR**. The pay rate for this position is **\$8.12/HR**.

The attached description of this position will provide necessary information and requirements. All interested parties may apply in person at the Human Resources Department - 1410 24th Avenue, Gulfport, MS.

CLOSING DATE FOR THIS POSTING IS: APRIL 16, 2010.

Please place this notice in a conspicuous place notifying all interested parties of this position.

Thank you.



City of Gulfport, Mississippi
Job Description

Camp Counselor (COUN)

Department: 411 – Leisure Services

EEO Class: Service Workers

Date Revised: 3/1/2007

FLSA Status: Non-Exempt

Date Approved:

Position Overview

Under the direction of the Camp Director, and Supervisor, the counselor supervises a group of school age children in a day camp program using good management techniques. Provide a safe environment for children and encourage good health and safety practices. Provide children with a variety of enriching experiences.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Implements programs and activities for the day camp under the supervision of the camp supervisor.
- Attend all required meetings, training, and in-services brought forth by the Camp Director or Assistant Camp Director.
- Maintain positive interpersonal relations among everyone involved in the camp program; including children, parents, camp supervisor and other camp counselors.
- Oversee the enforcement of camp rules at all times.
- Follow oral and written instructions and directions.
- Maintain desired working relationship with Camp Director, Assistant Camp Director, and Camp Supervisors.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- American Red Cross adult, child and infant CPR and standard First Aid.

- Knowledge of child development, what to expect of children in different situations, and group management techniques.
- Ability to remain calm and act resourcefully in an emergency and in stressful situations.
- Ability to communicate effectively, verbally and in writing.

Education and Experience

High School Diploma or equivalent. A minimum of one (1) year professional experience in childcare and recreational programs is preferred. Must complete 15 hours of approved in-service training.

Required Licenses or Certificates

- Current Certification in Adult/Child CPR
- Current Certification in Basic First Aid
- Current Certificate of Immunization (121)
- FBI Fingerprint Background Check Clearance
- Child Abuse Central Registry Check Clearance

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. Work may routinely require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl. Working conditions are both indoors and outdoors.