



**SUMMER CAMP COUNSELOR**  
***Open-Competitive Recruitment***  
***(\$14.00 - \$18.00/Hour/DOE)***

**Job Description**

**GENERAL STATEMENT OF DUTIES:**

Performs a variety of duties related to the activities and operations of Buellton's Summer Day Camp Program. Works with other camp counselors and is immediately responsible for the children's safety and participation. Is committed to fulfilling all duties with ethical conduct, community stewardship, individual initiative, and responsive service. Demonstrates leadership, management and technical skills through effective collaboration, using team resources, progressive decision making and personal responsibility.

**SUPERVISION:**

Under the administrative direction of the Recreation Center Coordinator or designee.

**EXAMPLES OF DUTIES FOR SUMMER CAMP COUNSELORS:**

1. Implements summer camp daily activities, evaluating the progress of camp, and continually interfacing with parents, staff, and participants.
2. Prepares time sheets, incident reports, receipts, and other camp related records.
3. Participates in daily camp activities and weekly trips including swimming, hiking, sports, games, and other summer children's activities scheduled throughout camp. (E.g. when at the beach or the swimming pool, counselors are IN the water, swimming and playing with kids, while providing ACTIVE supervision.)
4. Evaluates camp daily and suggests improvement, needs, hazards and trends to Head Counselor for further evaluation and follow-up.
5. Assists with set-up and clean-up of all summer camp activities and programs.
6. Performs all job duties in compliance with the established rules and regulations of the Buellton Recreation Department.
7. Attends meetings and other related trainings and events.
8. Maintains individual knowledge and skills to be able to carry out duties of camp personnel.
9. Performs other related duties as assigned

**EXAMPLES OF DUTIES FOR HEAD CAMP COUNSELOR:**

1. Oversees the collection and tracking of time sheets, incident reports, receipts, and other camp related records.
2. Oversees and participates in daily camp activities and weekly trips including swimming, hiking, sports, games, and other summer children's activities scheduled throughout camp. (e.g. When at the beach or the swimming pool, makes sure that counselors are IN the water, swimming and playing with kids, while providing ACTIVE supervision.)

3. Evaluates camp daily and suggests improvement, needs, hazards and trends. Reports any problems to and asks for assistance from Buellton Recreation Coordinator in maintaining a well run camp program.
4. Organizes set-up and clean-up of all summer camp activities and programs.
5. Organizes counselor meetings and other related trainings and events.
6. Maintains individual knowledge and skills to be able to carry out duties of camp personnel.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Bending, stooping, kneeling, reaching, lifting, walking on uneven ground, working outdoors, swimming (25 yards), and carrying approximately 40 pounds. Frequent standing and walking required. High to moderate requirement for hand coordination, visual and cognitive abilities. Ability to hear clearly over distracting noise. Employee must have the ability to get along with co-workers and interact with the public. Employee must possess a Class C driving license.

**EDUCATION AND EXPERIENCE:**

Must be at least 17 years of age, experience working with youth ages six to twelve preferred; ability to interact with the public professionally and courteously; relevant knowledge of recreation programs and games; ability to work well with a variety of age groups; must be able to swim 1 length of pool (25 yards); must have certification in CPR/First Aid or have ability to obtain such certification immediately; must be able to work throughout camp schedule; must have reliable transportation to and from work. Position starts at \$13.00 per hour/DOE.

**SELECTION GUIDELINES:**

City application and supplemental questionnaire required; rating of education, certifications, and experience; oral interview, job-related tests; successful completion of pre-employment physical/drug screen, and Live Scan background check.

This job description is not intended to be all-inclusive. An employee may also perform other reasonable related duties as assigned by his/her immediate supervisor. This is a seasonal temporary hourly position and offers no benefits. This position is considered non-exempt. This position description is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable personnel rules and procedures. Successful candidate must pass a physical exam, Live Scan, and must complete supplemental questionnaire.