

CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9637

DAY CAMP SUB-COUNSELOR

NATURE OF WORK

This work involves leading, teaching and supervising youths ages eight to fourteen years old and giving directions to junior counselors.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Assists in the coordination of and participates in daily activities with campers and teaches them about the forest environment, especially Hummel Park, and how to conduct themselves in a safe manner.

Assists in picking up and delivering campers punctually.

Shares the responsibility for the campers upon their exit from the bus in the morning until they are on the bus in the afternoon.

Participates in leading campers in song and in preparing lunches daily and on Fridays participating in self-hikes.

Assists in completing and distributing awards on Fridays.

Assists in keeping accurate attendance records.

Cleans facility and grounds.

Provides customer assistance, responding to inquiries and complaints.

Substitute for regular counselors who are unable to attend work.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the administration of youth recreation, including outdoor education games and activities.

Ability to communicate effectively with workmates and the public.

Ability to assist in the planning, scheduling, assigning, and overseeing camper activities.

Ability to understand oral and written instructions.

Ability to move about the facility 75 to 100% of the workday.

PREFERRED QUALIFICATIONS

Knowledge of the science of Biology.

Possession of Cardio-pulmonary Resuscitation (CPR) and First Aid certifications.

Previous work experience at Hummel Park.

SPECIAL QUALIFICATIONS

Must be able to work varied times, including some nights.

Must be able to work outdoors all day.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Telephone