

CITY OF PERRY, GEORGIA

JOB ANNOUNCEMENT

POSITION OPENING: 19-39 **Post Dates:** 4/05/19 – 4/18/19
Classification Title: Lead Camp Counselor
Salary Range: \$9.40/hr - \$11.50/hr
Location: Department of Leisure Services
Term of Appointment: (x) Temporary - Seasonal

GENERAL NATURE OF WORK:

Responsible for supervising a group of children from activity to activity for the Summer Day Camp Program.

MAJOR DUTIES:

- Works closely with Camp Director.
- Supervise all camp counselors.
- Lead, supervise, and conduct camp activities.
- Communicate to parents regarding any behavior issues, concerns, etc.
- Drive vehicles as needed.
- Insure safety of campers and counselors
- Attend all orientations and trainings.
- Maintain records of incidents and injuries.
- Maintain supplies and equipment.
- Assumes other duties as assigned.

MINIMUM QUALIFICATIONS:

- One year experience supervising or working with children, preferable in a camp setting, is required.
- Experience in a leadership capacity is required.
- Ability to establish an effective working relationship with parents, counselors and the general public.
- Ability to work outdoors in summer heat.
- Knowledge of all relevant City policies as they impact the summer day camp.
- Skills in the use of computers, copy machines, fax machines and phones.
- Knowledge and application of intervention and conflict strategies.
- Exceptional time management skills.
- Ability to establish priorities and multitask.
- Skills in oral and written communication.
- Must be CPR/First Aid certified.
- Must be 18 years of age.
- Must pass background check.
- Possession of or ability to obtain valid GA driver's license for type of equipment assigned.

This position requires pre-employment and post-accident drug screening.

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER
AND A CERTIFIED DRUG FREE WORKPLACE**