



## CITY OF DOVER, NEW HAMPSHIRE

### Position Description

<b>Position:</b> Summer Day Camp Counselor	<b>Position Control No:</b> XX-XX-XX-XX
<b>Classification-Series:</b> Recreation Program Associate II	<b>FLSA Status:</b> Non-Exempt, Seasonal FT 40 hrs/wk
<b>Occupational Grouping:</b> Labor & Trade Services	<b>Union - Grade:</b> Non Union – Grade 3
<b>Organizational Unit:</b> Recreation	<b>Primary Job Location:</b> Dover Ice Arena/Guppy Park

**JOB SUMMARY:** Performs responsible work in the operation of a municipal summer day camp programs. Assists the Camp Supervisor in program planning, administrative assignments, and program delivery.

**ACCOUNTABILITY:** Work is performed with considerable independence under the general administrative direction of the Day Camp Supervisor and/or Arena Program & Marketing Supervisor, and is reviewed through conferences, reports, and program results.

**SUPERVISION EXERCISED:** There is no employee supervision exercised in this position; however, supervision of child participants is exercised.

**TYPICAL EQUIPMENT USED:** Computer; telephone; copy and facsimile machines; athletic equipment.

**TYPICAL WORK ENVIRONMENT:** Inside: 20%      Outside: 80%

**DUTIES AND RESPONSIBILITIES:** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Direct and participate in the supervision of the day camp and park programs. Duties may include leading and/or assisting in supervision of various games, special events, weekly trips, cook-outs, arts and crafts, nature walks, swimming and fishing with children ages 6-12.
2. Maintain and enforce safety rules and regulations. Conduct safety drills.
3. Supervise classes, workshops, special events, fitness activities, sports, games, arts and various activities for persons engaged in City recreation programs and co-sponsored programs.
4. Open and close assigned recreation facilities. Provide security for City facilities and grounds.
5. Distribute a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs for publication.
6. Respond to public inquiries about recreation programs made by telephone, correspondence, or in person.
7. Promote interest and provide information regarding recreation programs to school officials, other recreation officials, community service groups, other departments, and the general public.
8. Assist in the maintenance of the park facilities.
9. Perform a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees.

10. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
11. Maintains familiarity with and executes safe work procedures associated with assigned work.
12. Perform other related work as required.

**TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:**

<p><b>LIFT:</b>          -up to 10 lbs.: Frequently required.          -11 to 25 lbs.: Frequently required.          -26 to 50 lbs.: Occasionally required.          -over 50 lbs.: Rarely required. Assistance may be available.</p> <p><b>CARRY:</b>          -up to 10 lbs.: Frequently required.          -11 to 25 lbs.: Frequently required.          -26 to 50 lbs.: Occasionally required.          -over 50 lbs.: Rarely required. Assistance may be available.</p> <p><b>REACH:</b>          -above shoulder height: Occasionally required.          -at shoulder height: Frequently required.          -below shoulder height: Frequently required.</p>	<p><b>PUSH/PULL:</b> Frequently required.  <b>TWISTING:</b> Frequently required.  <b>BENDING:</b> Frequently required.  <b>CRAWLING:</b> Occasionally required.  <b>SQUATTING:</b> Occasionally required.  <b>KNEELING:</b> Occasionally required.  <b>CROUCHING:</b> Occasionally required.  <b>CLIMBING:</b> Occasionally required.  <b>BALANCING:</b> Occasionally required.  <b>GRASPING:</b> Frequently required.  <b>HANDLING:</b> Frequently required.  <b>TORQUING:</b> Frequently required.  <b>FINGERING:</b> Frequently required.</p>
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**DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:**

<p><b>CONSECUTIVE HOURS:</b>          Sit: 2 hours          Stand: 2 hour          Walk: 2 hours</p>	<p><b>TOTAL HOURS:</b>          Sit: 3 hours          Stand: 3 hours          Walk: 2 hours</p>
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**COGNITIVE AND SENSORY REQUIREMENTS:**

<p><b>TALKING:</b> Necessary for communicating with others  <b>HEARING:</b> Necessary for receiving instructions and information.  <b>SIGHT:</b> Necessary for performing job effectively.  <b>TASTING &amp; SMELLING:</b> Not necessary.</p>
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**TYPICAL WORK SURFACE(S):** Standard office desk and chair; service counter, table, motor vehicles; courts; carpeted floor; computer work station; dirt and gravel surfaces; tile, wood and concrete floors; rough, wet, slippery terrain and surfaces.

**TYPICAL CONTROLS USED:** Athletic equipment; vehicles, keyboard, mouse pad and computer mouse.

**SUMMARY OF OCCUPATIONAL EXPOSURES:** Exposure to extremes of weather and temperature; prolonged exposure to sun, may be exposed to bloodborne pathogens and communicable diseases.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:** Considerable knowledge of sports, recreation and leisure activities for youths and teens. Ability to implement a plan. Ability to effectively express ideas in oral and written form. Ability to lead and instruct others in techniques and methods used in various work activities. Ability to write reports and maintain accurate records. Ability to establish and maintain effective working relationships with

City officials, Commissions, employees, and the general public. Ability to serve in a supervisory capacity. Ability to carry out oral and written instructions. Good physical condition.

**EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS:** Enjoy working with children and young adults. Previous experience in similar situation preferred, but not necessary. Valid Driver's license. Certification in First Aid and CPR desirable.

**SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):**

<input type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input checked="" type="checkbox"/> 5. 181 days to 1 year.	

**OTHER CONSIDERATIONS AND REQUIREMENTS:** The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Said schedule will be varied based on needs and season (June – August)

Classification Established: 7/1/96  
Job Description Developed: 7/1/96  
Revised: 04/26/17