

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: SUMMER RECREATION COUNSELOR I (Job Code 815).

GENERAL STATEMENT OF JOB

Under direction provides leadership and coordination of scheduled programs and activities designed for children participating in summer programs of the city's Parks & Recreation Department. Employees in this class are responsible for all aspects of program implementation, i.e., developing program activities and ensuring adherence to established departmental policies and procedures. Position supervises the activities, safety, and security of children enrolled, and may supervise part-time personnel and volunteers where applicable. Employees in this class generally perform routine clerical functions such as the collection of fees and maintenance of records.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Coordinates programs and activities designed for the overall safety, care, and enrichment of children participating in summer recreation programs.

Performs routine clerical tasks such as the collection of fees, maintenance of attendance records, and recording of accidents and injury.

Instructs and/or assists other counselors in implementing activities and in supervising children under charge.

Reports all perceived safety hazards to supervisor immediately.

Travels by bus for frequent field trips, ensuring the overall safety, care, and supervision of children participating.

Administers basic first aid in the event of injury.

Maintains interaction and effective communication with parents, supervisor, and children to ensure all aspects of the program provide safety, health, and enrichment to children enrolled, and provides recommendation for improvements where necessary.

Oversees safety and grounds security by ensuring adherence among personnel to established policy and procedure for dismissal.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED; supplemented by experience in supervising groups of children in coordinated activities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (5-30 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/ or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions. Requires the ability to convey a sense of authority through spoken language.

Language Ability: Requires the ability to read standard English.

Intelligence: Requires the ability to apply common sense understanding to perform semi-repetitive tasks. Requires the ability to apply principles of influence.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add and subtract.

Form/Spatial Aptitude: Requires the ability to inspect item for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately.

Manual Dexterity: Must have minimal levels of eye and/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of backgrounds in both giving and receiving instructions.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are performed with infrequent exposure to adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of report and record keeping principles and methods.

Ability to demonstrate teachings skills and methods.

Ability to plan and coordinate activities of children that range in group size from small to large

Ability to performs/assist in administering medical attention to individuals who may be stressed due to illness or injury.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with individuals and support personnel position interacts with.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date