

**VACANT POSITION**

**DEPARTMENT: LEISURE SERVICES**

**OBTAIN APPLICATION:** <https://www.spaldingcounty.com/careers.php>

**APPLICATION TO:** [employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E. Solomon St, Human Resources Office

**CLOSING DATE:** Position will remain open until filled

Job Title: Day Camp Counselor (Position #9012)  
Salary: \$13.00 per hour  
Work Schedule: Summer Seasonal position. 40 hours per week. **Employment to begin May 29, 2023**

This position has been determined to be non-exempt under the provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** Requires one (1) year experience working with children, or any equivalent combination of training and experience which provides the requisite knowledge, skills and abilities. Must be at least age 16.

**GENERAL STATEMENT OF JOB:** Under direct supervision, this position is responsible for supervising day camp participants. Duties include carrying out daily activities as planned; monitoring children for their safety and contributing to program planning; Reports to the Day Camp Director or Community Center Supervisor.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office and athletic equipment, machines, tools, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for moderately active work. Must be able to lift and/or carry weights of twenty to forty pounds.

**ESSENTIAL JOB FUNCTIONS**

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

Prepares program area for daily activities including set up and clean up.

Carries out activities and assists participants as needed.

Monitors participants to maintain their safety as they play and participate.

Contributes to the process of activity and program planning.

Organizes and prepares program supplies for various camp related activities.

Monitors and enforces safety rules relating to camp activities, including pool safety regulations, bus safety and field trip rules and regulations.

Assists with serving breakfast, lunch and refreshments to participants.

Alerts Day Camp Director or Center Supervisor of participant conduct issues for intervention.

**ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

March 17, 2023  
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