



## **Position Description**

**Position Title:** Camp Kota Counselor

**Date:** Summer 2022

**Department:** Parks and Recreation

**Division:** Recreation

**Accountable to:** Recreation Supervisor

### **Primary Objective of Position:**

Provide onsite leadership, plan, organize and direct activities at Camp Kota, under the supervision of the Recreation Supervisor and the work direction of the Camp Kota Coordinator.

### **Examples of Duties:**

1. Serves as leader for group of 10-13 campers, maintaining supervision and discipline of campers at all times.
2. Assists in planning camp program content, including the Thursday overnight evening and campfire program.
3. Assists with carrying out the scheduled weekly camp program.
4. Performs special assignments and other work as assigned by the Coordinator.
5. Teaches and promote respect for and understanding of the environment.
6. Teaches basic camping skills such as: fire building, open fire cooking, and orienteering, use of camp tools, tent pitching, shelter building and first aid.
7. Teaches and promote high standard of safety, particularly in regard to dangers of water and use of camp tools. Supervises camper use and care of equipment.
8. Works as a team member to ensure the program's compliance with the Americans with Disabilities Act and the Minnesota Human Rights Act.
9. Attends and participate in all staff trainings and meetings.
10. Follows staff policies and procedures.
11. Completes all other duties as assigned by Recreation Supervisor .
12. Ensures that all staff and program participants follow the established policies and procedures.

### **Minimum Qualifications:**

1. Must be 16 years of age or older
2. Must be available the entire season from July 11<sup>th</sup> – August 5<sup>th</sup> (Monday-Friday; with an overnight camp stay on Thursday evenings).
3. Must be able to attend staff program training on July 7<sup>th</sup> – 8<sup>th</sup> and complete online training.
4. Must successfully pass a Criminal Background Check.
5. Must have experience working with children.
6. Currently certified in Shallow Water Lifeguarding or have ability to obtain.

**Desirable Qualifications:**

1. High school diploma and some post-secondary course work preferred. High school students with significant experience may be eligible.
2. Knowledge of basic camping skills, including fire building, open fire cooking, compass and map reading, knots, tent pitching and shelter building and other camp-related skills such as crafts, songs and song leading and outdoor/environmental education.
3. Previous group leadership and supervisory experience with children, preferably in a camp setting.
4. A willingness to learn about and support people with disabilities so they can participate fully in City sponsored Parks and Recreation programs.
5. Currently certified in Lifeguarding or a certified Lifeguard Instructor.

**Supplemental Information**

Camp Kota operates July 11<sup>th</sup> through August 5<sup>th</sup>, Monday-Friday with an overnight camp stay every Thursday evening, 8:30 AM to 3:00 PM daily. Daily staff meetings occur at 8:00 a.m. Camp Kota operates primarily at East Bush Lake. Within this program, participants range in grades from K-7<sup>th</sup> and volunteers in grades 8<sup>th</sup>-10<sup>th</sup>. Camp training occurs July 7<sup>th</sup> – 8<sup>th</sup>, plus additional online training and lifeguard training is required.