



## **Position Description**

**Position Title:** Camp Kota Counselor

**Date:** January 2017

**Department:** Community Services

**Division:** Parks and Recreation

**Accountable to:** Recreation Supervisor

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

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

### **Examples of Duties:**

1. Serves as leader for group of around 10 campers; maintain 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. Participates in and assist with staff orientation sessions.
5. Performs special assignments and other work as assigned by the Camp Director.
6. Teaches and promote respect for and understanding of the environment.
7. Teaches basic camping skills such as: fire building, open fire cooking, and orienteering, use of camp tools, tent pitching, shelter building and first aid.
8. Teaches and promote high standard of safety, particularly in regard to dangers of water and use of camp tools. Supervise camper use and care of equipment.
9. Works as a team member to ensure the program's compliance with the Americans with Disabilities Act and the Minnesota Human Rights Act.
10. Attends and participate in all staff trainings and meetings.
11. Follows staff policies and procedures.
12. Completes all other duties as assigned by Assistant Parks and Recreation Manager.
13. 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 10<sup>th</sup> -August 4<sup>th</sup> (Monday-Friday; with an overnight camp stay on Thursday evenings).
3. Must be able to attend staff training on July 6<sup>th</sup> – 7<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 First Aid/CPR/AED 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.

**Supplemental Information**

Camp Kota operates July 10<sup>th</sup> through August 4<sup>th</sup>, Monday-Friday with an overnight camp stay every Thursday evening, 8:30 AM to 3:00 PM daily. Camp Kota operates at East Bush Lake Shelter and Sumac Knoll Campsite. Within this program, participants range in age from 5-12. Camp training occurs July 6<sup>th</sup> – 7<sup>th</sup>, additional online training is required.