



TITLE: Coyote Kids Day Camp Counselor  
REPORTS TO: Camp Director  
STATUS: Full-time - Seasonal

### **GENERAL PURPOSE**

The Full-Time Seasonal Summer Day Camp Counselor provides a fun and adventurous experience for youth ages 5 – 14 years old. Dripping Springs provides 11 weeks of themed summer camps with a variety of group activities, sports, games, arts & crafts, and daily hiking. Coyote Kids Summer Day Camp runs from 7:00 am to 6:00 pm Monday through Friday. Camp counselors will be responsible for directly supervising 8-10 youth through daily activities and games and mentoring a Counselor-In-Training participant. The required summer commitment is from Staff Training which consists of 2 weekends (May 15/16 & 22/23), and all 11 weeks of camp - Tuesday, June 1, 2021 till Friday, August 13, 2021. No exceptions. This is a full-time, seasonal, summer job. Please do not apply if you are not able to work the entire commitment.

### **SUPERVISION RECEIVED**

Works under the general direction of the Camp Director and the Parks and Community Services Director

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Always tends to the health and safety of children in his/her care.
2. Serves as a key component of the safety chain of command and must be confident and prepared to render first aid if the need arises.
3. Exudes positivity; encouraging youth to try their best, participate in all activities, and build relationships with campers and counselors alike.
4. Leads their camper unit with confidence, kindness, creativity and enthusiasm.
5. Communicates kindly and effectively with youth, peers, and parents.
6. Performs routine maintenance in camp use areas daily and as needed.
7. Be able to exercise sound judgement always.
8. Understands the importance of safety, vigilance, and order and can work effectively with little supervision in a fast-paced and highly energetic environment.

### **EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

Education: High School Diploma or Equivalent. Preferred one season of lifeguard experience.

1. Prior experience working in youth programs or summer camps with children ages 5 – 14 years

old preferred.

2. Ability to handle and maintain confidential and sensitive information while maintaining confidentiality.
3. College credits completed in Recreation, Early Childhood Education, Education, or Kinesiology.
4. Ability to work independently and exercise good judgment.
5. Must have a valid Adult/Pediatric CPR, First Aid, and AED certification prior to the start of camp (if not, a certification class will be provided during training).

### **TOOLS AND EQUIPMENT USED**

Camp supplies and athletic equipment.

### **SPECIAL REQUIREMENTS**

1. Candidates must be a minimum age of 18 years prior to camp starting.
2. While performing the duties of this job, the employee is frequently required to sit, communicate, use hands; and reach with hands and arms
3. The employee must occasionally carry, lift, hold, push and/or pull up to 50 pounds of camp supplies, athletic equipment and camp equipment.
4. Must be able to work all 11 weeks of camp, including the week prior to July 4.
5. Must enjoy working with youth of all ages in an outdoor environment.

### **WORK ENVIRONMENT**

This position is performed in an indoor and outdoor environment in all weather conditions. Candidates must be able to sit, stand, bend and reach for extended periods of time. Candidates must have the mobility to move to and from various points within the District including reliable transportation. Candidates must be able to speak, read, and write proficiently in English. Candidate must be able to lift, push, or pull a minimum 50 lbs. This camp hikes daily over uneven terrain; counselors must be comfortable with being hot and in the outdoors. This position may be required to perform other camp or department related duties.

### **WORK HOURS**

The Seasonal Summer Camp Counselor position will be required to work, approximately, the end of May through mid-August. Training and camp set up will occur May and camp will begin June 1st through August 14<sup>th</sup>. All camp counselors will be required to work Monday through Friday, 40hrs a week. Hours and schedule will be fixed.

**SALARY**

\$10.00 - \$13.00 per hour, depending on experience. Employees are paid bi-weekly and last day of the month. There are no benefits such as paid holidays, medical insurance, sick leave, or retirement since the position is only a seasonal position, June through mid-August.

**BENEFITS**

As a seasonal employee the employee shall not be eligible for City benefits. Additional direction on benefits is outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the specific employee's offer letter.

**EQUAL OPPORTUNITY EMPLOYER**

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact Michelle Fischer at (512) 858-4725.

**TO APPLY**

Please complete a City of Dripping Springs employment application and submit it to the Parks & Community Services Director Kelly Schmidt by email, [kschmidt@cityofdrippingsprings.com](mailto:kschmidt@cityofdrippingsprings.com), mailing to PO Box 384, Dripping Springs, TX 78620 or delivering to 511 Mercer Street, Dripping Springs, TX 78620.

***Please note:** This Position Description is not a contract and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*