

**CITY OF MAULDIN**  
**POSITION DESCRIPTION**  
**SUMMER DAY CAMP COUNSELOR**

**GENERAL PURPOSE**

Assists Summer Day Camp Director and additional Mauldin Recreation Programs Staff in organizing and presenting a diversified day camp program; supervises program participants and implements appropriate disciplinary measures as necessary to maintain order and safety; and trains and provides leadership to camp counselor staff as assigned. Serves as Senior Camp Counselor/Camp Director when senior staff are not present.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assisting with preparation of camp calendars

Assisting with planning and presenting daily programs (games, arts and crafts, sports activities, nature activities, field trips, etc.)

Maintaining effective communications with participants' parents

Requesting and maintaining activity supplies and materials and preparing routine records and reports as required.

Also, receives and responds effectively to inquiries, concerns, complaints, and requests for assistance. Responsible for driving 15-passenger mini-bus as needed.

**QUALIFICATIONS:**

Requires HS diploma (or equivalent), a minimum of six months relevant experience, & valid state driver's license.

**SPECIAL REQUIREMENTS**

Valid SC driver's license or ability to obtain one.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile; various sports equipment used in recreation programs; exercise equipment and wellness equipment.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.*

- The employee is regularly required to reach with hands and arms.
  - The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls.
  - The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
  - The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds.
  - The noise level in the work environment is usually loud.
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*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**\*\*\*THIS POSITION IS CONSIDERED TO BE SAFETY SENSITIVE AND IS THEREFORE SUBJECT TO PRE-EMPLOYMENT DRUG TESTING & RANDOM DRUG TESTING\*\*\***