



**CITY OF LAKE ALFRED
COMMUNITY DEVELOPMENT DEPARTMENT
JOB DESCRIPTION**

TITLE: Summer Recreation Counselor
GRADE: 2

DEPARTMENT: Parks & Recreation

GENERAL DESCRIPTION: Temporary seasonal positions for the Summer Recreation Program. The employee must be able to organize and administer a variety of activities for the children who attend the Summer Recreation Program. Work is performed under the supervision of the Lead Summer Recreation Counselor and Parks & Recreation Director.

ESSENTIAL JOB FUNCTIONS:

- ❖ Organizes, instructs and supervises a wide variety of activities, including team and individual games, free play, athletic contests, attending theme parks, and arts & crafts.
- ❖ Enforces Summer Recreation Program rules and regulations, maintains discipline, safeguards against accidents and instructs children in safe use of equipment.
- ❖ Provides for issuance and check-in of supplies and equipment; reports hazardous conditions, reports accidents and administers first aid when needed.
- ❖ Participates in staff meetings; assists in planning special events and provides information about programs to the general public.
- ❖ Assists in cleaning and maintaining the facilities.
- ❖ Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Knowledge of child education and teaching techniques as well as child recreational activities, athletics, and child supervision methods.
- ❖ Must have knowledge of basic first aid.
- ❖ Ability to maintain effective working relationships with city employees, participating children and family members.

EDUCATION AND EXPERIENCE:

- ❖ High School Graduate or GED.
- ❖ Previous camp counselor and/or summer youth activities experience preferred.
- ❖ An equivalent combination of education and experience will be considered.

LICENSES, CERTIFICATION OR REGISTRATION:

- ❖ Valid Class "E" State of Florida Driver's License

ESSENTIAL PHYSICAL SKILLS:

- ❖ Acceptable normal visual acuity, and field of vision, hearing, speaking, color perception, depth perception, and texture perception (with or without corrective lenses)
- ❖ Acceptable hearing (with or without a hearing aid)
- ❖ Ability to communicate orally and in writing.

ENVIRONMENTAL CONDITIONS:

- ❖ Requires work that involves sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
- ❖ The job risks exposure to extreme heat, and human body fluids and waste.

POSITION CLASSIFICATION EXEMPTION STATUS : Non-Exempt

The City of Lake Alfred is an Equal Opportunity Employer and a Drug Free Workplace.