

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: SUMMER RECREATION COUNSELOR (Job Code 810)

GENERAL STATEMENT OF JOB

Under general supervision assists in providing leadership and coordination of scheduled programs and activities designed for children participating in summer programs of the city's Parks & Recreation Department. Employees in this class work collaboratively with a Summer Counselor I in all aspects of program implementation, i.e., developing program activities and ensuring adherence to established departmental policies and procedures. Position supervises the activities, safety, and security of children enrolled.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Assists in the coordination of programs and activities designed for the overall safety, care and enrichment of children participating in summer recreation programs.

Coordinates and implements activities and provides constant supervision to children under charge.

Reports all perceived safety hazards to supervisor immediately.

Travels by bus for frequent field trips ensuring the overall safety, care and supervision of children under charge.

Administers basic first aid in the event of an injury.

Maintains interaction and effective communication with parents, supervisor, and children to ensure all aspects of the program provide safety, health and enrichment of children enrolled.

Oversees safety and grounds security by following established policy and procedure for dismissal.

Performs Emergency Response duties as assigned.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent; supplemented by experience in supervising children i.e., providing child care in a residential setting or in a school environment.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, bending, stooping, some lifting and carrying objects of light to moderate weight (5-30 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information, including giving and receiving instructions, assignments and/or directions. Requires the ability to convey a sense of authority through spoken language.

Language Ability: Requires the ability to read standard English.

Intelligence: Requires the ability to apply common sense understanding to perform semi-repetitive tasks. Requires the ability to apply principles of influence.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add and subtract.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately.

Manual Dexterity: Must have minimal levels of eye and foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of backgrounds in both giving and receiving instructions.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are performed with infrequent exposure to adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of department policies and procedures regarding effective childcare and safety protocols.

Knowledge of all safety and risk management protocols when managing children.

Skilled in oral communications for effective expression and clarity.

Ability to supervise activities of children that range in group size from small to large.

Ability to establish and maintain effective working relationships with supervisor, support staff and other departments position interacts with.

Ability to organize and review work for efficient results and accuracy.

Ability to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date