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Reports to: Park and Recreation Director
Position Status: Seasonal/non-exempt

Job Title: Youth Counselor
Starting Pay: \$12.00

Essential Job Functions:

This position will report directly to the Park and Recreation Director for daily assignments.

- 1) Assist in planning, organizing, developing and supervising activities in a camp setting for children in grades K-6.
- 2) Responsible for groups up to 10 in number.
- 3) General work hours June-August: Tuesdays 12-5pm, Wednesday 9am-11am, Thursdays 12-5pm. Additional dates and hours include June 10th-June 21st(M-F) 8am-12pm, July 2nd 8am-8pm, July 8th-12th 8am-12:30pm and August 12th-16th 8am-5pm. Times and dates are subject to change.
- 4) May be asked to work other part time hours during the summer months for Parks and Recreation Activities.
- 5) Must be dependable and report to work on-time and as required.
- 6) Establish good communication with children's parents and staff members.
- 7) Set a positive example and role model for children by maintaining a consistent and constructive approach, while providing a learning and recreational experience.
- 8) Comply with all rules, regulations, and policies of the City of West Branch.
- 9) Other duties as assigned by the immediate supervisor.

Minimum Qualifications

- Must possess a High School Diploma or G.E.D. equivalent.
- Must have considerable experience planning and implementing children's recreation activities.
- Must have an interest in leading activities in all camp areas.
- Must have the ability to take and give direction.
- Must have care for detail.
- Must be quick thinking, resourceful and enthusiastic in nature.
- Must pass a criminal background check.

Knowledge of:

- Basic safety practices and procedures.
- Proper lifting techniques.

Ability to:

- Communicate effectively with children, public and co-workers.
- Understand community leisure, social and education conditions to determine recreation needs for children and adults.
- Understand and follow oral and written work orders; ability to work independently after instructions have been given.
- Ability to work with school age children.

Physical and Environmental Conditions:

- Perform strenuous physical labor in sometimes adverse weather conditions.
- Lift objects up to 50 pounds repetitively
- Ability to perform a variety of physical labor that would include lifting, bending, kneeling, standing and walking for long periods.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this 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.