

**POSITION DESCRIPTION
COUNTY OF LAGRANGE, INDIANA**

POSITION: Summer Camp Assistant
DEPARTMENT: Parks and Recreation
WORK SCHEDULE: As assigned
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: January 2009
DATE REVISED: June 2014

STATUS: Seasonal
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. LaGrange County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Summer Camp Assistant for the LaGrange County Parks and Recreation Department, responsible for assisting children during summer camp activities.

DUTIES:

Instructs and assists children in various recreational activities, including swimming. Maintains alertness and continually monitors safety of campers.

Explains camp policies/procedures to children, including discussing and resolving discipline problems as appropriate.

Assists in preparation/set up for daily camp activities, including organizing equipment and supplies.

Drives County vehicle to transport children and supplies to program sites.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Ability to meet all Department hiring requirements, including passage of a drug test.

Knowledge of and ability to make practical application of established Department policies and procedures and standard safety precautions.

Working knowledge of outdoor education and recreation, and ability to work within procedural guidelines in teaching, motivating, and interacting with youth of varying ages.

Working knowledge of and ability to properly operate Department equipment, including vehicle and telephone.

Ability to be alert at all times and respond swiftly, rationally and decisively to emergencies.

Ability to effectively communicate orally and in writing with co-workers, children and their parents, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out oral or written instructions.

Ability to work with others in a team environment, often on several tasks at the same time.

Ability to apply knowledge of people and locations and plan/layout daily program activities.

Ability to occasionally work extended hours.

II. RESPONSIBILITY:

Incumbent performs duties according to a flexible, customary routine with priorities primarily determined by supervisor. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Periodically, decisions are made in the absence of specific policies and/or guidance from supervisor. Work errors are primarily detected or prevented through prior instructions from supervisor. Errors in decision could result in damage to equipment and/or injury to self or others.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, children and their parents, and the public for purposes of exchanging information and providing supervision/instruction.

Incumbent reports directly to Park Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties outdoors, involving varying weather conditions and temperatures, daily sun exposure, standing/walking for long periods, sitting/walking/running at will, walking on uneven terrain, swimming, driving, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, close/far vision, depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent occasionally works extended hours.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Summer Camp Assistant for the Parks and Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name