



TITLE: Lead Camp Counselor
REPORTS TO: DSRP Program Specialist; DSRP Program Coordinator
STATUS: Full-Time Seasonal
SALARY: Starting at \$18/hour

GENERAL PURPOSE

The Full-Time Seasonal Lead Camp Counselor provides a fun and adventurous experience for youth ages 6 – 11 years old. Dripping Springs Coyote Kids Nature Camp provides 9 weeks of themed summer camps with a variety of group activities, sports, games, arts & crafts, and daily hiking. Camp runs from 7:30 am to 5:30 pm Monday through Friday. Lead Camp Counselors, in partnership with Camp Counselors, will be responsible for directly supervising and leading 10-12 youths through daily activities and games. The required summer commitment is from Staff Training Week, Monday, June 3, 2024, until end of Camp Friday, August 9, 2024. This is a seasonal, summer job.

SUPERVISION RECEIVED

Works under the general direction of the DSRP Program Specialist and DSRP Program Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Always tends to the health and safety of children in the counselor's care.
2. Serves as a key component of the safety chain of command and must be confident and prepared to render first aid if the need arises.
3. Exudes positivity; encouraging youth to try their best, participate in all activities, and build relationships with campers and counselors alike.
4. Leads their camper unit with confidence, kindness, creativity, and enthusiasm.
5. Communicates kindly and effectively with youth, peers, and parents.
6. Performs routine maintenance in camp use areas daily and as needed.
7. Exercises sound judgement always.
8. Understands the importance of safety, vigilance, and order and can work effectively with little supervision in a fast-paced and highly energetic environment.
9. Performs other duties as assigned.

EDUCATION, EXPERIENCE, AND CERTIFICATIONS

Education: High School Diploma or Equivalent. Preferred one season of camp counselor experience.

1. Prior experience working in youth programs or summer camps with children ages 6 – 11 years old preferred.

2. Strong leadership skills.
3. Ability to handle and maintain confidential and sensitive information while maintaining confidentiality.
4. Ability to work independently and exercise good judgment.
5. Must have a valid Adult/Pediatric CPR, First Aid, and AED certification prior to the start of camp (certification class will be provided during training).

TOOLS AND EQUIPMENT USED

Camp supplies and athletic equipment.

SPECIAL REQUIREMENTS

1. A valid state driver's license.
2. Candidates must be a minimum age of 18 years old prior to camp starting.
3. While performing the duties of this job, the employee is frequently required to sit, communicate, use hands; and reach with hands and arms
4. The employee must occasionally carry, lift, hold, push and/or pull up to 50 pounds of camp supplies, athletic equipment, and camp equipment.
5. Must be able to work all 9 weeks of camp (including staff training week) from Monday, June 3, 2024, to Friday, August 9, 2024, including the week of July 1-3.
6. Must enjoy working with youth of all ages in an outdoor environment.

WORK ENVIRONMENT

This position is performed in an indoor and outdoor environment in all weather conditions. Candidates must be able to sit, stand, bend and reach for extended periods of time. Candidates must have the mobility to move to and from various points within the city and have reliable transportation. Candidates must be able to speak, read, and write proficiently in English. Candidates must be able to lift, push, or pull a minimum 50 lbs. This camp hikes daily over uneven terrain; counselors must be comfortable with extreme temperatures and weather and in the outdoors. This position may be required to perform other camp or department related duties.

WORK HOURS

This is a non-exempt, temporary position. The Lead Camp Counselor position will be required to work, approximately, early June through mid-August. Training and camp set up will occur the first week in June. Camp ends August 9th.

SALARY

Starting at \$18.00 per hour, depending on experience. Pay days are every other Friday, or as otherwise determined by the "City of Dripping Springs Personnel Manual."

BENEFITS

As a seasonal employee, the employee shall not be eligible for benefits. Benefits shall be in accordance with those outlined in the "City of Dripping Springs Personnel Manual," as may be modified by the employee's offer

letter and subsequent revisions to the Manual.

EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, sexual orientation, military status, veteran status, national origin, mental or physical disability, pregnancy, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. To discuss an accommodation, please contact the Peoples & Communications Director, Lisa Sullivan, at (512) 858-4725.

TO APPLY

Please complete a City of Dripping Springs employment application and submit it to the DRSP Program Coordinator, Caylie Houchin by email, chouchin@cityofdrippingsprings.com, mailing or delivering to 511 Mercer Street, Dripping Springs, TX 78620.

***Please note:** This Position Description is not a contract and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*