



TITLE: Camp Counselor
REPORTS TO: Lead Camp Counselor
STATUS: Full-Time or Part-Time Seasonal
SALARY: \$15/hour

GENERAL PURPOSE

The Seasonal Camp Counselor will serve as support and assist in leading a group of 10-12 youths, ages 6-11, in day-to-day nature-based programs and activities. Camp Counselors will assist the Lead Camp Counselor in providing a fun and safe environment for the youth in their assigned group. 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. Camp staff are scheduled between 20 and 40 hours per week. All staff are required to attend staff training week, Monday, June 3, 2024, through Friday, June 7, 2024. Coyote Kids Nature Camp season runs from Monday, June 3, 2024, through Friday, August 9, 2024. This is a seasonal, summer job.

SUPERVISION RECEIVED

Works under the general direction of the Lead Camp Counselor, the DSRP Program Specialist, and the DSRP Program Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists the Lead Camp Counselor in facilitating daily activities and leads when needed with confidence, kindness, creativity, and enthusiasm.
2. Always tends to the health and safety of children in the counselor's care.
3. 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.
4. Exudes positivity; encouraging youth to try their best, participate in all activities, and build relationships with campers and counselors alike.
5. Communicates kindly and effectively with youth, peers, and parents.
6. Performs routine maintenance in camp use areas daily and as needed.
7. Exercise 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: Some High School education or equivalent. No work experience necessary.

1. Ability to handle and maintain confidential and sensitive information while maintaining confidentiality.
2. Ability to work independently and exercise good judgment.
3. 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 or other valid form of ID.
2. Preferred age of 15 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 available for Staff Training week from Monday, June 3, 2024, to Friday June 7, 2024.
6. Must enjoy working with youth of all ages in an outdoor environment.
7. Must have reliable transportation.

WORK ENVIRONMENT

This position is performed in an indoor and outdoor environment in all weather conditions. Employee must be able to sit, stand, bend, and reach for extended periods of time. Employee must have the mobility to move to and from various points within the city. Employee must be able to speak, read, and write proficiently in English. Employee must be able to lift, push, or pull a minimum 50 lbs. This camp hikes daily over uneven terrain; counselors must be comfortable with being hot 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 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. All Camp Counselors will be expected to work Monday through Friday, between 20 and 40 hours per week. Hours and schedule will be posted at least two weeks prior. Any time off must be submitted and approved by the DSRP Program Coordinator. This position is non-exempt and eligible for overtime pursuant to the needs of the City if the employee works more than forty (40) hours in a seven (7) day work period. Any overtime hours performed must be preapproved by the DSRP Program Coordinator.

SALARY

\$15.00 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 DSRP Program Coordinator, Caylie Houchin by email to 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.*