



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78602

Submitted By: Kelly Schmidt, Parks & Community Services Director

City Council Meeting Date: January 12, 2022

Agenda Item Wording: Approve seasonal program staff job descriptions for Coyote Kids Nature Camp

Agenda Item Requester: Mack Rusick/Kelly Schmidt

Agenda Item Sponsor: Council Member Sherrie Parks

Summary/Background: Every summer season the Parks & Community services department's staff size expands significantly to encompass full-time and part-time seasonal employees. These extra team members enable the department to operate special programs and facilities for a brief period during the summer months (approximately 10wks). Each winter the job descriptions for the positions are reviewed by staff and may need updating or overhauling based on the operational needs of the programs and facilities they support. Lessons learned from the previous year may also be a contributing factor for the updating. All positions are included and funded by the approved FY2022 approved payroll budget.

The Coyote Kids Nature Camp job descriptions are ready for City Council approval. The Camp Coordinator and Camp Counselor job description changes are very minor. We created job descriptions for a Lead Camp Counselor and an Assistant Camp Coordinator. City Administrator Michelle Fischer and City Attorney Laura Mueller have reviewed these job descriptions.

Staff Recommendation Recommend approval.

Attachments:

- 1) Camp Coordinator (formerly Camp Director & updated)
- 2) Assistant Camp Coordinator (new)
- 3) Lead Camp Counselor (new)
- 4) Camp Counselor (updated)

Next Steps/Schedule: Once approved – post on city website and other outlets.