



**TITLE:** Coyote Kids Camp Counselor  
**REPORTS TO:** Camp Coordinator  
**STATUS:** Full-time Seasonal

### **GENERAL PURPOSE**

The Full-Time Seasonal Camp Counselor will serve as support and assist in leading a group of 10-12 youth, 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 8:00 am to 6:00 pm Monday through Friday. The required summer commitment is from staff training week, Tuesday, May 31, 2022, until the end of Camp Friday, August 5, 2022. No exceptions. This is a full-time, seasonal, summer job.

### **SUPERVISION RECEIVED**

Works under the general direction of the Camp Coordinator, the Programs & Aquatics Manager, and the Parks and Community Services Director.

### **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.

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### **EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

Education: Some High School education or equivalent. No work experience necessary.

Camp Counselor  
Job Description

*Approved XX/XX/XX*

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.
2. Employee must be a minimum age of 16 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 10 weeks of camp (including staff training week) from Tuesday, May 31, 2022, to Friday, August 5, 2022, including the week of July 4<sup>th</sup>.
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.

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### **WORK HOURS**

This is a full-time, 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 and camp will begin June 6<sup>th</sup> and end August 5<sup>th</sup>. All camp counselors will be required to work Monday through Friday, 40 hours a week. Hours and schedule will be fixed. This position is non-exempt and eligible for overtime pursuant to the needs of the City, if the employee works more than

Camp Counselor  
Job Description

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forty (40) hours in a seven (7) day work period. Any overtime hours performed must be preapproved by the Programs & Aquatics Manager or the Parks & Community Services Director.

### **SALARY**

\$10.00 - \$12.00 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, national origin, sexual orientation, handicap, 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. If you would like to arrange for accommodations, we encourage you to contact City Administrator Michelle Fischer at (512) 858-4725.

### **TO APPLY**

Please complete a City of Dripping Springs employment application and submit it to Programs & Aquatics Manager Mack Rusick by email to [mrusick@cityofdrippingsprings.com](mailto:mrusick@cityofdrippingsprings.com), mailing to PO Box 384, Dripping Springs, TX 78620, 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.*