



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

GENERAL PURPOSE

The Full-Time Seasonal Assistant Camp Coordinator will serve as support and assist with daily camp operations and logistics. When needed they will lead and directly supervise staff and campers while helping to facilitate daily activities and maintain a safe and inclusive environment. 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 7:00 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 Camp Coordinator with daily operations and ensures successful execution of daily activities.
2. Leads when needed with confidence, kindness, creativity, and enthusiasm.
3. Responsible for assisting the Camp Coordinator with camp administrative needs.
4. Always tends to the health and safety of staff and children under the coordinator's care.
5. 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.
6. Exudes positivity; encouraging youth and staff to try their best, participate in all activities, and builds relationships with campers and counselors alike.
7. Communicates kindly and effectively with youth, peers, and parents.
8. Assists with the design and implementation of all camp counselor trainings and in-services.
9. Exercises sound judgement always.
10. Understands the importance of safety, vigilance, and order, and can work effectively with little supervision in a fast-paced and highly energetic environment.
11. Manages behavioral issues in a discrete, professional, and kind manner.

Camp Assistant Coordinator
Job Description

Approved XX/XX/XX

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 required.
2. Ability to handle and maintain confidential and sensitive information while maintaining confidentiality.
3. College credits completed in Recreation, Early Childhood Education, Education, or Kinesiology preferred.
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. Employee 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 10 weeks of camp (including staff training week) from Tuesday, May 31, 2022, to Friday, August 5, 2022, including the week of July 4th.
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 Assistant Camp Coordinator position will be required to work, approximately, mid-May through mid-August. Training and camp set up will occur the first week in June. Camp will begin June 6th and end August 5th. All camp coordinators and 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 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

\$15.00 per hour. 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, 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.