



POSITION DESCRIPTION

Title: Counselor-in-Training (CIT)
Type: Temporary
Pay Range: Level 1

Department: Parks & Recreation
FLSA Status: Non-Exempt
Revised: 03/2020

DEFINITION

To assist in entry-level coordination, organization, leadership, and supervision of a wide variety of recreational programs, camps, and community events in the following demographics: infant (1-5 yrs.), youth (6-14 yrs.), teen (15-17 yrs.), adult (18-64 yrs.), and senior (65+ yrs.). The Counselor-in-Training position is suitable for students who are interested in working with children and making a difference in their lives. This position will create a high-quality recreational experience for all participants in the Town's recreation programs.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Senior Camp Counselor(s) and Recreation Supervisor(s).

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Assist in providing leadership for participants in recreation programs, summer camps, and at special events such as the Easter Play Day and Haunted Rink Skate Party.
- Work with groups to help lead and instruct recreation activities such as camps, sports, games, arts, crafts, music, and drama; involves supervision of children, youth, teens, and adults.
- Participate in staff meetings to formulate and plan recreation program ideas; organize and implement special events.
- Encourage involvement in recreational programs, activities, and special events by participating in the activities.
- Assist at various Town recreation facilities such as the RecZone and Mammoth Ice Rink as required.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Procedures for developing recreational activities, programs, and special events.
- Occupational hazards and standard safety precautions.

Ability to:

- Work in teams and as an individual.
- Act as a positive role model for all members of the community.
- Establish and maintain effective working relationships with those contacted in the course of work including children, youth, teens, and adults.
- Communicate clearly and concisely.
- Understand and carry out oral and written directions.
- React with good judgment in emergency situations.
- Work an irregular schedule, including evenings, weekends, and holidays.
- Enforce Town and department-established rules and regulations, including workplace safety regulations.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

No minimum education requirements.

Experience:

Some experience in recreational and/or child-related activities and programs is preferred.

Licenses:

Possession of, or ability to obtain upon hire, a current Cardiopulmonary Resuscitation (CPR)/First Aid certificate is required. Must be able to pass an appropriate background check prior to the hire date.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software, telephone, 10-key calculator, phone, copy machine, and fax machine. Sporting and recreational equipment as required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, stand, talk, and hear. The employee is frequently required to use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms. The employee is frequently required to climb or balance, stoop, kneel, crouch, or crawl.

Due to the physical nature of the position, the employee is frequently required to lift up to 20 pounds. The employee must occasionally lift, carry, push, pull, and/or move up to 100 pounds with assistance in order to perform safety procedures when required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to operate motor vehicles and foot pedals, is occasionally exposed to machinery, electricity, and heights. The employee may occasionally be required to operate power tools. The employee is continuously exposed to outside weather conditions, which may include extreme hot, cold, windy, and other seasonal conditions. The employee is frequently exposed to wet and/or humid conditions.

The noise level in the work environment is usually quiet while inside and moderately noisy when outside in the field.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

Received and Reviewed by:

Employee Signature

Date