

Job Detail

Job Information / Job Title	Summer Camp Counselor
Positions Available	(7)
Department	Villa Rica Parks & Recreation Department
Location	Villa Rica, GA
Apply By:	2010-04-2, if interested please apply promptly.
Minimum Education:	High School Diploma
Salary:	\$7.25hr up to \$9.00hr depending on experience.
Date Posted:	2010-03-15
Contact Method:	Any
Contact Name:	Courtney Powell
Contact Phone:	770-459-7011
Contact Email:	cpowell@villarica.org
Contact Address:	646 Industrial Blvd. Villa Rica, GA 30180

Job Detail: **Job Title:** Summer Camp Counselor

Department: Parks and Recreation Department, City of Villa Rica, Georgia

Job Summary: This person is responsible for providing assistance to supervisors of Summer Day Camp Program. This is a part-time summer position on a contractual basis.

MAJOR DUTIES:

- Supervise a group of children from activity to activity.
- Assist in the daily operations of the summer camp program.
- Implementation of the summer camp program.
- Assist in the implementation of camp activities.
- Assist in maintaining materials, equipment and building.
- Demonstrates imagination and resourcefulness in working with summer camp staff and children.
- Assumes other duties as assigned.
- Attends summer camp staff meetings.
- Reports all injuries to the immediate supervisor on duty.
- Responsible for attending summer camp staff orientations and training sessions.

[The City of Villa Rica is an Equal Opportunity Employer](#)

PERFERRED KNOWLEDGE:

- Knowledge of all relevant City policies as they impact the summer day camp.
- Skills in the use of computers, copy machines, fax machines and phones.
- Ability to work in a political environment and deal with sensitive or volatile issues in an effective manner which requires excellent communication skills.
- Skills in management, planning and organization.
- Ability to establish priorities and deal successfully with multiple priorities.
- Skills in oral and written communication.

QUALIFICATIONS:

- Must be over 18 years of age.
- Must be able to work 40 hours a week and overtime, if needed.
- Must be able to follow all city ordinances, policies and procedures.

WORK HOURS AND CONDITIONS

Normal camp hours are from 7:00 a.m. to 6:00 p.m. Monday through Friday. Counselors will work eight hours a day. The counselors must attend all training sessions and all eight weeks of camp unless there is an emergency. Camp is offered two, 4-week sessions. Counselors must be available for both sessions. The dates for Session I are June 1st – June 25th, and Session II is held from July 6th – July 30th. There is no camp the week of June 28th – July 2nd.

Job Detail

Job Information
Job Title Assistant Camp Director
Positions Available (1)
Department Villa Rica Parks & Recreation Department
Location Villa Rica, GA
Apply By: 2010-04-2, if interested please apply promptly.
Minimum Education: High School Diploma
Salary: \$9.00hr up to \$11.00hr depending on experience.
Date Posted: 2010-03-15
Contact Method: Any
Contact Name: Courtney Powell
Contact Phone: 770-459-7011
Contact Email: cpowell@villarica.org
Contact Address: 646 Industrial Blvd.
Villa Rica, GA 30180

Job Detail: Job Title: Assistant Camp Director

Department: Parks and Recreation Department, City of Villa Rica, Georgia

Job Summary: This person is responsible for providing assistance to counselors of Summer Day Camp Program. This is a part-time summer position on a contractual basis.

MAJOR DUTIES:

- Participate in and plan for pre-camp training.
- Implement goals and program objectives set by Camp Director.
- Supervise program staff as assigned by Camp Director, working closely with Camp Director.
- Assist in the daily operations of the summer camp program.
- Ensure the health and safety of all campers.
- Serve as acting Camp Director when Camp Director is absent.
- Relay any problems to Camp Director.
- Maintain necessary records and complete requested forms and reports.
- Participate in and provide leadership for general camp program.
- Work cooperatively with other staff members.
- Offer positive emotional support and guidance to counselors.
- Assist in maintaining materials, equipment and building.
- Demonstrates imagination and resourcefulness in working with summer counselors.
- Assist with assemblies
- Arrange for all camp housekeeping duties.
- Assist Camp Director in planning and conducting staff meetings.
- Assumes other duties as assigned.
- Attends summer camp staff meetings.
- Responsible for attending summer camp staff orientations and training sessions.

PERFERRED KNOWLEDGE:

- Knowledge of all relevant City policies as they impact the summer day camp.
- Skills in the use of computers, copy machines, fax machines and phones.
- Ability to work in a political environment and deal with sensitive or volatile issues in an effective manner which requires excellent communication skills.
- Skills in management, planning and organization.
- Ability to establish priorities and deal successfully with multiple priorities.
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