



CLASS TITLE | DAY CAMP COUNSELOR

PAY GRADE: SE-04 | www.cityoftulsa.org/pay

Class Code: 6503

Effective Date: 02/22/2024

PURPOSE OF THE CLASSIFICATION: Under direct supervision is responsible for administering summer day camp programs to patrons; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Supervises day camp patrons under the direction of Parks staff
- Programs and implements continuous enrichment activities daily and accompanies camp patrons on off-site field trips
- Maintains discipline, order, and safety for day camp and park patrons
- Reports any concerns or problems immediately to Parks staff
- Interprets recreation programs and enforces City of Tulsa policies and procedures with day camp and park patrons
- Maintains current and accurate records pertaining to day camp and camp patrons
- Assists in maintaining parks facilities and reports any needed repairs or concerns to Parks staff
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Completion of 11th grade; (and experience in supervising and leading elementary and middle school age children in age appropriate activities *preferred*)

Knowledge, Abilities and Skills:

Knowledge of:

- Basic first aid

Ability to:

- Manage high energy, rapidly changing environments
- Manage disputes
- Work cooperatively with coworkers
- Communicate effectively with a diverse group of customers
- Participate in camp activities
- Pass a background check
- Identify potential safety hazards and respond quickly to ensure the safety of day camp and park patrons
- Engage patrons utilizing strong interpersonal and leadership skills

Physical Requirements: Physical requirements include arm and finger dexterity enough to use a keyboard and telephone; occasional carrying and pushing up to 20 pounds; may be subject to walking, standing, sitting, running, reaching, balancing, bending, handling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is both indoors and outdoors and may be subject to allergens such as poison ivy, oak, sumac, insect stings, etc., changes in weather and exposure to the sun are likely.

EEO Code: N-08

Group: Labor and Trades

Series: Unskilled and Semiskilled Labor