



**CITY OF NOBLESVILLE**  
invites applications for the position of:

## **Temporary - Camp Counselor**

**An Equal Opportunity Employer**

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**SALARY:** \$8.50 - \$10.50 Hourly

**OPENING DATE:** 01/03/17

**CLOSING DATE:** Continuous

### **PURPOSE OF POSITION:**

Incumbent serves as Camp Counselor for Noblesville Parks and Recreation, responsible for assisting in the facilitation of summer programming with children and youth enrolled in department programs.

### **ESSENTIAL JOB FUNCTIONS:**

Assists and supervises program participants at daily activities including, but not limited to, summer camp, evening sports programs, mobile programming and the Summer Concert Series.

Ensures program activities are safe, fun, challenging, and promotes youth development.

Encourages children to learn and participate.

Assists in the set up and take down of activities.

Assists with inventory and upkeep of activity equipment.

Attend and participate in professional development meetings and trainings as needed.

Responsible for the safety of all program participants, including administering First Aid/CPR, and being the lead during emergency situations.

Drives a vehicle to park sites to facilitate park programs.

### **JOB REQUIREMENTS:**

High School Diploma or GED required. Experience working with children is preferred.

Ability to assist and supervise children and youth program participants with daily activities.

Ability to enthusiastically lead and participate in vigorous, prolonged recreational activities and games in outdoor summer temperatures.

Ability to complete First Aid and CPR certified training within two (2) weeks of employment.

Ability to exert moderate physical effort while working in an indoor and outdoor recreational environment, involving sitting and walking at will, stooping, kneeling, crouching and crawling, carrying, lifting, pushing, and/or pulling of objects and materials weighing less than 50 pounds, reaching, bending, handling/grasping objects, hearing sounds/ communication, close vision and exposure to blood borne pathogens and other infectious materials.

Ability to communicate effectively with children and adults.

Ability to project a positive, professional image for the department through appropriate appearance and demeanor.

Must be able to pass an extensive criminal background check and driving record check.

Working knowledge of and the ability to make practical application of City and OSHA safety policies and procedures, universal health precautions and the City's Bloodborne Pathogens Control Plan.

Possession of a valid Indiana driver's license, a demonstrated safe driving record, and must remain insurable through the City of Noblesville's liability insurance carrier. (Refer to the Civilian Personnel Policy for additional information.)

**Ability to work as assigned. (Summer camp will be May 22, 2017 through August 7, 2017. There will be opportunity to work from May 2017 through October 2017 for certain Parks and Recreation programs and events.)**

#### **WORK ENVIRONMENT:**

Incumbent performs according to standard practice of the professional field. Incumbent serves general programming supervision and discusses with supervisor about all programs, activities, events and any unusual/unprecedented situations. Incumbent's work is reviewed primarily for attainment of program objectives and effect on department goals and objectives.

Ability to establish and maintain effective working relationships with department staff, program participants (and their guardians, if applicable) and the general public.

Incumbent reports directly to the Recreation Director.

Incumbent performs duties in a recreational programming environment indoors and outdoors where Noblesville Parks and Recreation hosts programs that involve sitting and walking at will, stooping, kneeling, crouching and crawling, carrying, lifting, pushing, and/or pulling of objects and materials weighing less than 50 pounds, reaching, bending, handling/grasping objects, hearing sounds/communication, close vision and exposure to blood borne pathogens and other infectious materials.

***This position is identified as having occupational exposure to blood or other potentially infectious materials.***

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cityofnoblesville.org>

16 South 10th Street  
Noblesville, IN 46060  
317-776-6360

[hr@noblesville.in.us](mailto:hr@noblesville.in.us)

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Position #00065  
TEMPORARY - CAMP COUNSELOR  
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