



**City of Batesville**  
**Job Description**  
**Job Title: Parks Camp Counselor**  
**Employee (Temporary/Part-Time)**

**Exempt (Y/N):**

**Shift:** Variable

**Department:** Parks

**Supervisor:** Alfredo Aleman

**Prepared By:** Brandon Shrader

**Dot Code:**

**Location:** Batesville Community Center &  
Aquatics Park

**Employee Name:**

**Date:** 5-10-2018

**Summary:** The Batesville Parks and Recreation Department is seeking a dedicated and reliable individual for this position. This position will provide the right individual an excellent opportunity to become part of a friendly, team-oriented work environment. The successful candidate will be responsible for the following which includes but not short of: serving our ball parks, recreation center, and sporting events. We strive to serve quality products and offer excellent customer service. Holding a high standard for employees to meet, while in a fun and inviting atmosphere.

**Essential Duties and Responsibilities** include the following, but are not limited to:

- Provide good customer service to both internal and external customers, maintain positive and effective working relationships with other City employees (especially members of his or her own team), and have regular and reliable attendance that is non-disruptive.
- Responsible for supervising and instructing participants in the Parks and Recreation Summer Camps in a safe and friendly environment.
- Report to work promptly as scheduled with proper attire and be ready to supervise camp participants thirty (30) minutes prior to the start of camp.
- Assist in organizing and implementing activities for camp participants.
- Monitor camp participants at all time while maintaining a safe and energetic environment.
- Assist with the set-up and tear-down of all camp related activities.
- Be aware of the daily schedule knowing what is required of you and what to expect next.
- Instruct and lead participants through daily activities.
- Be alert, professional, courteous and always tactful.
- Respond to any injured participant with proper first aid care and complete paperwork regarding accidents.
- Interact with and supervise campers in a manner which protects their health and well-being.
- Attend staff and training sessions as required.

**Requirements:**

- Applicants must possess a valid Driver's License. Must be willing to submit to and pass a drug test. Background check will be administered.
- Ability to lift 25-pound packages on a regular and consistent basis.
- Must have ability to work in a fast-paced environment and stand for extended periods of time.
- Experience working with children.
- Exceptional problem-solving skills.
- Ability and interest to learn new teaching techniques, child management skills.
- While performing the functions of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl.

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to citizens and city employees. Must be able to read, write and speak the English language. Excellent organizational and verbal communication skills.

**Working Hours:**

The Batesville Parks and Recreation is looking for variable hours per week. Need to be available for work throughout the week and weekends.

**Compensation:**

Depending upon experience & qualifications.