



PARKS AND RECREATION

Homewood Parks & Recreation Board
1632 Oxmoor Road, Homewood, Alabama 35209
PH: 205-332-6701 / www.homewoodparks.com



Job Title: SUMMER CAMP COUNSELOR
Job Level: Part-time (Seasonal), \$11.75
Updated: February 1, 2024

SUMMARY

Supervision of a specified age group of children and administering age appropriate camp activities in accordance with the policies and objectives established by the Day Camp Director.

ESSENTIAL FUNCTIONS:

Responsible for the planning and implementation of quality leisure activities for all children.

Responsible for providing instruction & leadership.

Ensure a safe & secure environment for the campers.

Responsible for being in charge of assigned activity periods and for the “know how” of each activity.

Accountable for campers in assigned groups at all times. i.e. pool, field trips, gym, and transition periods

Foster positive communication with parents, guardians, families, and co-workers

Adhere to the discipline guidelines set up by Homewood Parks and Recreation Board.

Maintain all equipment in good working condition.

Accountable for cleaning group areas and other necessary areas that are used.

Present with a well-groomed appearance at all times.

Adhere to all policies and procedures as established by Homewood Parks and Recreation. This includes but is not limited to the City of Homewood Employee Handbook and Camp Counselor Handbook.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM REQUIREMENTS TO APPLY

Must have a high school diploma or GED upon first day of employment.

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 customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage.

REASONING ABILITY

Ability to apply reasoning and understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Current valid Alabama Driver License and CPR Certification preferred.

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 regularly required to stand, walk, run, twist, jump, and sit. The employee occasionally is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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 exposed to the outside weather conditions. The noise level in the work environment is usually moderate.

Homewood Parks Summer Camp Counselor Application

Please complete all sections below

Homewood Parks & Recreation Board is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a Homewood Park representative.

Applicant Information

Applicant Name: _____

Address: _____

City, State & Zip: _____

Telephone Number: _____

Email Address: _____

Date of Application: _____

Employment Position – Summer Camp Counselor

How did you hear about this position?

The Homewood Summer camp program will run from May 29th-July 26th. Our regular hours of operation are Monday-Friday, 7:45AM-5:30PM. Is there any reason why you would be unable to work during the above stated times/dates? (Include all known vacations, summer classes, additional jobs, etc.) YES NO

If yes, please explain:

Additional Information:

What type of certifications do you have?

Do you have a CPR Certification?

Note: If an applicant is not CPR certified they will be able to complete this required certification at our counselor orientation.

Personal Information

Are you 18 years or older? YES NO

If not, when will you turn 18? _____

Are you a U.S. citizen or approved to work in the United States? YES NO

What document can you provide as proof of citizenship or legal status?

Will you consent to a mandatory controlled substance test? YES NO

Will you consent to a pre-employment background screening? YES NO

Have you ever been convicted of a criminal offense (felony or misdemeanor)? YES NO

If yes, please state nature of the crime(s), when and where convicted and disposition of the case:

Have you ever applied to work for Homewood Parks & Recreation Board before? YES NO

If yes, when?

Do you have any friends, relatives, or acquaintances working for HPRB? YES NO

If yes, state name(s) & relationship:

Job Skills/Qualifications

Please list below any other certifications or skills that would aid you in fulfilling your duties as a Homewood Parks Summer Camp Counselor:

(Note: Homewood Parks & Recreation Board complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)

Education and Training

High School

Name	Location (City, State)	Year Graduated	Degree Earned

College/University

Name	Location (City, State)	Year Graduated	Degree Earned

Previous Employment (starting with most recent)

Employer Name:_____

Job Title:_____

Supervisor Name:_____

Employer Address:_____

City, State & Zip Code:_____

Employer Telephone:_____

Duties:_____

Dates Employed:_____

Reason for leaving:_____

Employer Name:_____

Job Title:_____

Supervisor Name:_____

Employer Address:_____

City, State & Zip Code:_____

Employer Telephone:_____

Duties:_____

Dates Employed:_____

Reason for leaving:_____

References: Please provide 3 personal/professional reference(s) below:

Reference	Relationship	Contact Information

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. By applying for employment, I authorize the Homewood Parks & Recreation Board (HPRB), and its employees and representatives to request information from and consult with any third party (including any former employers) who may have information on me including my qualifications, competence, character, stability, habits, behavior, and prior work performance. This authorization includes the right to inspect and/or obtain any and all documents and records (i.e. criminal background history, department of motor vehicle history, and/or sexual offender status) of any kind from third party source unless protected by a statutory or judicially created privilege. I authorize any such third party to release this information to HPRB, and I hereby release HPRB, its employees and representatives, and any such third party from any and all liability with respect to any acts, communications, recommendations, disclosures and/or expressions of opinion concerning information requested, transmitted, evaluated, and used in considering my application for employment and subsequent employment (if any) with HPRB.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also that I am required to abide by all rules & regulations of the department. I understand that my employment with HPRB is voluntarily entered into, and I am free to resign at will at any time, with or without cause. Similarly, HPRB may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

In processing your application for employment, if you are offered employment, or at any time during your employment, Homewood Parks & Recreation Board (HPRB) may obtain a background check or perform drug and/or alcohol testing. HPRB is proud to be a drug & alcohol-free workplace.

I authorize HPRB to perform any and all necessary background checks, and drug/alcohol testing.

Applicant Signature: _____ Date: _____