

COUNSELOR IN TRAINING

Tompkins County

Classification: Non-competitive

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS:

The applicant must be at least 15 years of age for a summer day camp (16 for an overnight camp) **AND** the candidate must have at least two seasons of experience as a camper; **OR**

(a) The candidate must have completed a training course related to camping or the supervision of children.

SPECIAL REQUIREMENTS:

Counselors-In-Training shall be at least 16 years of age at a children's overnight camp and at least 15 years of age at a summer day or traveling summer day camp.

If mowing is required, Camp Counselors must meet standards set by the New York State Department of Labor to operate power mowers.

The Minimum Qualifications and Special Requirements were taken from Chapter 1 of the New York State Sanitary Code, Subpart 7-2, Children's Camps. The Statutory authority is Public Health Law, Subsection 225

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

A Counselor-In-Training is a camper who is assigned to a Camp Counselor or other staff member to assist in the performance of routine work in connection with the conduct of recreational activities or the care of a physical facility while in use. This is entry level of work in the field of recreation involving responsibility for performing specific duties as assigned by the Camp Counselor. This could consist of collection of fees and tickets, the issuing and collection of equipment, the orderly conduct of participants, and the maintenance of facilities. The work is performed under direct supervision with little leeway allowed for the exercise of independent judgment. A Counselor-In-Training does not supervise the activities of other staff but does oversee the activities of campers. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists in the conduct of a program at a recreation center or physical facility;
- Assists in the conduct of socials, dances, tournaments, special events, story-telling sessions, dramatics, parties, etc.;
- Assists with the officiating at athletic events;
- Assists with the chaperoning of trips and other group activities;
- Assists in the instruction of children in games, sports, arts and crafts, dancing, singing, dramatics, etc.;
- Supervises the conduct of children's games and maintains order;
- May keep records of attendance, activities, equipment, etc.;
- May make up schedule for sports and special events;
- May operate a movie projector, VCR/Television or other multi-media devices;
- Distributes and collects equipment;
- Maintains and prepares courts, fields, facilities, etc.;
- Maintains order and enforces rules and regulations;
- Assigns courts and other facilities;
- May perform routine custodial and maintenance tasks;
- May operate power mowers and other ground equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge and familiarity with several types of sports and games;

- Ability to comprehend, remember and follow detailed instructions;
- Ability to read and write;
- Ability to keep simple records;
- Ability to supervise campers by giving and enforcing simple instructions;
- Ability to perform light manual labor;
- Ability to get along well with others;
- The employee's physical condition shall be commensurate with the demands of the position.

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