

**CITY OF SHAKER HEIGHTS**  
**Position Vacancy Announcement**  
**FOR IMMEDIATE POSTING**  
**March 21, 2018**

**Job Title:** Summer Camp Counselor I or II  
**Department:** Recreation  
**Hourly Rate:** \$8.30 - \$11.10 hourly; DOQ  
**Hours of Work:** 8:30 a.m. - 3:30 p.m.

**GENERAL DEFINITION AND CONDITIONS OF WORK:**

Camp Counselors are responsible for chaperoning and participating in indoor and outdoor camp activities. Counselors must be at least 17 years of age or a senior in high school. College students are preferred.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

- Assists other staff members with planning and carrying out activities with a particular group;
- Responsible for promoting good personal relationships;
- Oversees and instructs planned activities;
- Ability to enforce safety rules and know campers whereabouts at all times;
- Responsible for safety of campers and report safety concerns to Director;
- Attends all staff meetings;
- Supports Director and Coordinator in planning and leading all activities;
- Be a positive role model and interact with campers and staff;
- Resolve camper related issues and report all suspected bullying;
- Possess a positive attitude and participate alongside activities;
- Conducts oneself in a professional manner at all times as a representative of the City of Shaker Heights Recreation Department;
- Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Experience in crafts, songs, stories, games, sports, aquatics and related camp activities. Counselor must be in good health. Committed to working with children and adults from a variety of backgrounds.

**SPECIAL REQUIREMENTS:**

Camp Counselors must have good moral character, patience, a high level of maturity, accountability and possess leadership skills. Counselors are expected to function as positive role models for campers.

**The City of Shaker Heights does not hire individuals who use or test positive for tobacco or nicotine products.**

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

**PLEASE FILE CITY APPLICATION AND/OR RESUME WITH CITY OF SHAKER HEIGHTS HUMAN RESOURCES DEPARTMENT, 3400 LEE ROAD, SHAKER HEIGHTS, OHIO 44120 OR E-MAIL TO [human.resources@shakeronline.com](mailto:human.resources@shakeronline.com) EOE**