



# City of University City

## EMPLOYMENT OPPORTUNITY



<b>Job Title</b>	Recreation Specialist I (Camp Counselor)
<b>Department</b>	Community Development – Recreation Division
<b>Posting Date</b>	March 1, 2017
<b>Closing Date for Resumes/Applications</b>	May 1, 2017
<b>Position Classification</b>	P02
<b>Pay</b>	\$7.51 Per Hour
<b>Exempt/Non-exempt</b>	Non-Exempt
<b>Status</b>	Part Time/Seasonal (Camp Counselor)

Responsible for the supervision and care of program participants including, but not limited to: summer youth recreation program.

### **Essential Duties and Responsibilities**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Organizes and conducts activities for program participants.
- Works with the public, staff and participants in a professional manner.
- Works with computer programs and regular office equipment.
- Supervises children between the ages of 5 years to 15 years of age
- Responsible for dispensing snacks to participants.
- Responsible for the logistics of up to 12 children at a time.
- Responsible for the return of children to the correct parent or guardian.
- Maintains clean and organized work areas.
- Informs supervisor of all positive and negative information regarding facilities, programs, staff or the general public.
- Attends all staff meetings.
- Other tasks as assigned by supervisor.

### **Desirable Knowledge, Skills and Abilities**

- Ability to maintain a clean and neat appearance at all times.
- Ability to work independently and efficiently without constant supervision.
- Ability to maintain a positive image for the City of University City and Centennial Commons at all times.
- Ability to establish and maintain effective working relationships with staff, participants, and general public at all times.
- Ability to communicate and understand the needs of children to provide safe and efficient care.
- Exceptional patience and tolerance to work effectively with children.
- Ability to communicate effectively in oral and written form.
- Ability to work a combination of early mornings, days, evenings, weekends and holidays
- Ability to be trained on new techniques and jobs.

### **EQUIPMENT USED TO PERFORM JOB**

- Telephone, computer, copy machine, radio, TV, DVD, vacuum cleaner, AED defibrillator.

### **Physical/Visual Activities and Demands**

- Swimming, sitting, talking, hearing, walking, reaching, stooping, bending
- Concentrated mental and visual attention with normal hand-eye coordination required
- Clarity of vision at 20 inches-corrected or uncorrected
- Occasional moving of items up to 60lbs
- Able to work inside and outside in all weather conditions

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Must be at least 17 years of age
- Availability is flexible for various shifts such as days, evenings, weekends and holidays
- Previous child care experience or Babysitter Training preferred

### **Contact Information**

Interested applicants should submit an application to The City of University City, 6801 Delmar Blvd. Human Resources, University City, MO 63130. You may download the application at [www.ucitymo.org](http://www.ucitymo.org) or pick one up at the Human Resources Office at the address above.

*The City of University City is an Equal Opportunity Employer and participates in E-Verify. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*