

**COUNTY COMMISSIONERS
LEVY COUNTY, FLORIDA**



GOVERNMENT
SERVING
CITIZENS

John Meeks
District 1

Rock Meeks
District 2

Mike Joyner
District 3

Lilly Rooks
District 4

Matt Brooks
District 5

3/28/2017

**POSITION VACANCY: SUMMER YOUTH COUNSELOR
LEVY COUNTY EXTENSION**

SALARY: 10.00 per hour
Seasonal/Temporary Position
JOB DESCRIPTION: Attached
APPLICATION CLOSING DATE: ~~4/13/2017~~ 5:00 p.m. extended thru 4/28/2017

Any persons that feel they are qualified for this position may apply by completing a Levy County Commission job application and submitting it to Jacqueline Martin, Human Resource Manager at the County Commissioners Office.

ONLY APPLICANTS MEETING MINIMUM QUALIFICATIONS WILL BE SELECTED FOR INTERVIEWS.

By: Jacqueline Martin
Jacqueline Martin, Human Resource Manager

Dates Posted: 3/28/2017 - ~~4/13/2017~~ extended 4/28/2017

**AN AFFIRMATIVE ACTION – DRUG FREE – EQUAL OPPORTUNITY EMPLOYER
WE HONOR VETERANS' PREFERENCE**

P.O. Box 310 Bronson Florida 32621
Telephone (352) 486-5218 Fax (352) 486-5167
e-mail: levybocc@levycounty.org Website: Levycounty.org

LEVY COUNTY BOARD OF COUNTY COMMISSION



JOB DESCRIPTION

POSITION:	SUMMER YOUTH COUNSELOR
POSITION #:	1125
AREA(S):	LEVY COUNTY EXTENSION

DISTINGUISHING CHARACTERISTICS OF WORK OR NATURE OF WORK

This is a part-time seasonal position that reports directly to the 4-H Coordinator and assists with planning, organizing and implementing various day camp activities and programs. Experience coordinating and implementing education programs is strongly desired. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

EXAMPLES OF WORK PERFORMED OR ESSENTIAL JOB FUNCTIONS

- Conducting day camp activities.
- Planning and organizing day camp activities.
- Direct supervision and transport of minors.
- Adherence to and enforcement of safety standards.
- Demonstrates use of recreational and educational equipment.
- Organize, lead, instruct and referees games.
- Enforcement of rules to guide, conduct and safeguards health and safety of participants.
- Maintain schedule.
- Interact with public.
- Assist with inquiries.
- Assist other employees in various duties.
- Perform related work as required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

KNOWLEDGE, SKILLS, & ABILITIES

- Ability to plan, organize and implement various day camp activities and programs.
- Ability to follow written and oral instructions.
- Ability to receive the public with courtesy.
- Ability to adhere to prescribed departmental procedure
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.

POSITION:	SUMMER YOUTH COUNSELOR
POSITION #:	1125
AREA(S):	LEVY COUNTY EXTENSION

MINIMUM QUALIFICATIONS

- Possess and maintain a valid Florida driver license; current CDL Class "B" License with passenger endorsement preferred
- High School Diploma or G.E.D.
- Must be at least 18 years of age.
- Must have experience working with children ages seven and up in a day camp, school or daycare environment.
- teaching experience, especially physical or outdoor education preferred
- CPR/First Aid preferred
- life guard training and certification preferred

PHYSICAL REQUIREMENTS

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. While performing this job, the employee will work with children ages seven and up in an indoor and outdoor environment. Employee(s) are frequently exposed to heat, high humidity, and insects while participating in outdoor activities.

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- While performing the duties of this job, the employee will regularly be required to sit, stand, walk, use hands and fingers, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk, hear, and ability to lift and/or move up to 50 pounds.

EVALUATION

Performance of this job will be evaluated in accordance with provision of the Board's policy on evaluation of personnel.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

GENERAL INFORMATION:

FLSA Status	Non-Exempt
Worker's Comp Class Code	8868
EEOC Job Category	Skilled Craft Workers
EEOC Job Function	Natural Resources
EEOP Job Category	Skilled Craft
Safety Sensitive	YES
Safety Category (if applicable)	NON-DOT
Paygrade:	BOCC approved