

**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


1/18/2018

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

SALARY: \$10.00 per hour  
Seasonal/Temporary Position  
JOB DESCRIPTION: Attached  
APPLICATION CLOSING DATE: 3/1/2018 5:00 p.m.

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, Human Resource Manager

Dates Posted: 1/18/2018 - 3/1/2018

**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](mailto:levybocc@levycounty.org) Website: [Levycounty.org](http://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.

EXAMPLES OF WORK PERFORMED OR ESSENTIAL JOB FUNCTIONS

- Support programmatic responsibilities related to the following areas:
  - Positive Youth Development/ targeted life skills
  - Program planning related to overall organizational systems
- Planning and organizing day camp and residential camp activities.
- Assist with planning, setup and conducting educational programs.
- Direct supervision and transport of minors.
- Enforcement of rules to guide, conduct and safeguard health and safety of youth and volunteer leaders.
- Work cooperatively with other youth workers and office personnel.
- Perform other work related functions as assigned by the 4-H Coordinator/Agent or County Extension Director.

*(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 greet and interact with the public with courtesy, tact and discretion.
- Ability to follow written and oral instructions.
- Ability to work with multiple projects; organize and complete assignments on time.
- 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

- Must be at least 18 years of age.
- High School Diploma or G.E.D.
- Possess and maintain a valid Florida driver license; current CDL Class “B” License with passenger endorsement preferred.
- Experience working with children ages five years old and up in a day camp, school or daycare environment.
- CPR/First Aid preferred.
- Lifeguard training and certification preferred.
- Preferred experience working in 4-H or other youth organization.
- Preferred experience facilitation youth physical, outdoor or leadership programs.

#### PHYSICAL REQUIREMENTS

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- While performing the duties of this job, the employee is frequently exposed to heat, high humidity, and insects while participating in outdoor activities.
- 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         |