



This Class Description does not constitute an employment agreement between the City and an employee and the statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills and abilities required of personnel so classified in this position. The position description is subject to change by the City as the needs of the city and requirements of the position change.

**General Description**

The purpose of this class within the organization is to assist with the administrative and programming components of the Day Camp Program at the Delores Fenwick Nature Center for the Parks and Recreation Department. Deliver various communications to parents and/or guardians, manage camp documentation, and ensure that the camp environment remains safe, fun, and appropriate for all campers’ ages and abilities. Assist in the management of the overall camp operation at the direction of the Natural Resources Division.

This class works under close to general supervision according to set procedures, but determines how or when to complete tasks.

**Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

**Essential Functions:**

Regular and timely attendance at work.

Be a role model to campers and staff in your attitude and behavior.

Demonstrate a positive attitude and willingness to work with children in a camp atmosphere.

Exercise effective communication with parents and staff via emails, phone calls, newsletters, and verbal conversations.

Provide and distribute information to parents regarding programs, activities, schedules, events, and incidents.

Manage Camp documentation and submit forms appropriately.



Ensure that camp staff and campers follow safety and educational procedures during camp programs.

Provide coverage in camp classroom as needed.

Actively participate in all camp program areas as assigned.

Represent the Camp and City when interacting with parents or community members.

Maintain high standards of health and safety in all activities for campers and staff.

Properly supervise campers at all times.

Assist in the management and care of the physical facilities and equipment in all program areas.

Attend pre-camp training and staff meetings as scheduled.

**Additional Duties:**

Enforce camp rules and behavior policies; includes communicating camper issues with supervisors and parents. Act as first point of contact for classroom behavior incidents as needed.

Assist Camp Staff throughout the day as needed. Act as first point of contact for questions, resources, activities, and first aid.

Attend to medical needs of campers; includes collecting medications, distributing medications as directed, and monitoring sick or unwell campers during the day.

Arrange, set up, and/or break down equipment, supplies, chairs, and tables in designated areas for scheduled games, activities, and experiments.

Perform related work as assigned.

**Responsibilities, Requirements and Impacts**

**Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters or posts data or information.



**People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Speaks with or signals to people to convey or exchange information of a general nature.

**Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

**Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses basic addition and subtraction, such as making change or measuring.

**Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads routine sentences, instructions, regulations, procedures or work orders; writes routine sentences and completes routine job forms and incident reports; speaks routine sentences using proper grammar.

**Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Responsible for guiding others, requiring a few decisions, affecting the individual and a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions, but with some variations from the routine.

**Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*



Performs semi-skilled work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

**Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is moderate – affects those in work unit.

**Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

**Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Handles or uses machines, tools, equipment or work aids involving little or no latitude for judgment regarding attainment of a standard or in selecting appropriate items.

**Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

Involves routine and frequent exposure to extreme heat and/or cold; wet or humid conditions.

**Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.



**Minimum Education and Experience Requirements:**

The preferred way to obtain the minimum knowledge, skills and abilities to perform the essential duties and responsibilities of this position are listed below. The City reserves the right to allow substitutions in the event that a candidate or incumbent exceeds requirements in one area but may be deficient in another.

Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college.

Minimum of two (2) years of experience in dealing with children ages 6-14 in a non-parental, but supervisory role such as a teacher, counselor, or camp director preferred.

Strong communication skills, both written and verbal, required.

Previous experience with document management and organization, preferred.

Interest in science, relating to biology, environmental science, or nature, preferred.

**Special Certifications and Licenses:**

Valid, Class "C" Texas Driver's License.

Current certification in First Aid and CPR, or the ability to obtain within two (2) months of hire date.

**Americans with Disabilities Act Compliance**

The City of Pearland, TX is an Equal Opportunity Employer. The ADA requires the City of Pearland, TX to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Emergency Management Responsibilities**

During emergency conditions, all City employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

**Organization-wide Employee Responsibilities**

All City of Pearland employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of the City of Pearland's Ethics and Conflict of Interest policies.

**City of Pearland, TX**



**Title: Camp Coordinator – Nature Center**

**Class Code: 209**

All employees must 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, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

To optimize performance of the organization City of Pearland employees are expected to use multi-directional communication (top to bottom, bottom to top, and across peer groups), use cross-functional teams to promote a greater understanding of the organization by employees at all levels, create to a culture of continuous learning that encourages and supports employee development and growth, embrace technology with a focus on improving service delivery, productivity and connectivity, and create an environment where innovation is supported and encouraged.