



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

Counselors are the primary caregivers for each camper. The Counselor is responsible for planning, teaching, coordinating, and carrying out activities, as well as guiding campers in their personal growth and daily living skills.

This class works under close supervision according to set procedures.

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:

Maintains regular and timely attendance at work.

Maintains a positive atmosphere for children through camp activities.

Leads or assists with the teaching of activities.

Participates in all program areas as assigned.

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

Represents the camp when interacting with parents or community members.

Follows and upholds all safety and security rules and procedures.

Sets a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.

Assists in the direction, supervision, and organization of campers in their camper group within activities and throughout the camp in order to meet the intended camper outcomes.



Conducts outdoor recreation activities and crafts as given on the daily or weekly schedule.

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

Stays aware of and implements safety guidelines.

Participates in the development and implementation of program activities for campers within the mission and outcomes.

Supervises campers at all times.

Provides supervision for campers while campers are transported to and from camp or during scheduled field trips off of camp site.

Attends pre-camp training and staff meetings as scheduled.

Additional Duties:

Stays alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; reports repairs needed promptly to supervisor.

Provides assistance and information to campers and parents regarding programs, activities, and events.

Maintains attendance records.

Arranges equipment, supplies, chairs, and tables in designated rooms or other areas for scheduled, games and programs.

Demonstrates proper methods of equipment storage and cleaning to safeguard facilities and equipment.

Contributes to verbal and written evaluations and communication as requested.

Contributes to team effort by performing other related duties 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.

Serves others such as customers, attends to their requests and exchanges information with them.

Asset Responsibility:

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

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

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 work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of electronic office equipment within moderate tolerances or limits of accuracy.

Equipment Usage:

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

Handles or uses 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 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.

High school diploma or general education degree (GED), preferred; or a minimum of one (1) summer of experience in a day camp or play-ground setting preferred.

Experience working with children, 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: Summer Camp Counselor Class Code: 210	

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.