

**CITY OF GONZALES  
POSITION DESCRIPTION**

**TITLE:** Camp Instructor  
**DEPARTMENT:** Recreation

**JOB CODE:** Seasonal-Summer Program  
**FLSA STATUS:** Non Exempt

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**Summary:** Under general direction of the Camp Supervisor, and as established by City Council, Camp Instructor is responsible for developing and leading a group of assigned campers through a variety of camp activities that are safe, challenging and age-appropriate. This position directly reports to the Camp Supervisor for supervision.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

**Essential Job Functions:**

- Ensure the safety of the campers, staff and activities at all times.
- Responsible for supervising children ages 5-12 years.
- Responsible for monitoring the arrival and dismissal of campers.
- Responsible for having activities that are age-appropriate.
- Responsible for group of assigned campers through the camp day and on field trips.
- Keep accurate daily attendance of assigned group.
- Responsible for lunchtime supervision and clean-up of lunch area.
- Recognize and respond to potential problems in the group or individual discipline problems.
- Assist with setting up and taking down of equipment for all activities.
- Responsible for the securing all equipment and supplies throughout the workday.
- Required to actively participate in physical activities including swimming, running, and walking.
- Maintain a positive relationship with campers, parents and staff at all times.
- Report any problems or concerns to Camp Supervisor.
- Other duties as assigned.

**Required Knowledge and Skills:**

- Skill in providing excellent customer service to persons of all ages, regardless of social or economic backgrounds.
- Must be able to work effectively and cooperatively with patrons, co-workers and Camp Supervisor.
- Must have a mature attitude and be able to make sound judgment in all situations.
- Must be able to understand and follow written and oral instructions.

**Required Education, Experience and Certification:**

- Must be a minimum of 15 years of age.
- Must obtain CPR certification prior to the start of camp.

**Environmental Factors and Conditions/Physical Requirements:**

- Ability to work in an outside environment.
- May be subject to standing, sitting, bending, reaching, kneeling and lifting (up to 50 lbs.).

**Equipment and Tools Utilized:**

- Equipment utilized may include board games, football, basketball, volleyball, dodge ball, arts and crafts supplies, broom, dust pan and cleaning supplies.