

The Ohio State University
POSITION DESCRIPTION

Name:	Position #:	00105764 (Active)
Employee ID:	Jobcode/Classification:	7968 Student Assistant
Effective Date: 8/24/2014	Working Title:	Camp Counselor WS

Class Indicator:	Student	Position Status:	Approved
Salary Admin Plan/Range:	STD / 01	Status Date:	8/24/2014
FLSA Status:	Nonexempt	Headcount:	50
Senior A & P:	No	Target/Hiring Range:	\$8.15 to \$11.00 per hour
Reg/Temp/Term:	Temporary	Long Term Closure Code:	Standby
Full-Time/Part-Time:	Part-Time	Short Term Closure Code:	Standby
Appointment Length:	52/52 Weeks	Standard Hours:	10

College/VP Office:	Office of Student Affairs	1) Reports to Position #:	00052676
Department:	D4560 Rec Sports Admin	Working Title:	Coordinator of Community Program
Position Organization:	45617 Rec Sports Community Programs	2) Reports to Position #:	
		Working Title:	

Detailed Job Description:

Develop, implement and oversee various program activities, including sports and games, aquatics, creative arts and more;work closely with camp supervisors to come up with new ideas and solve behavior issues, bullying and other problems that arise;make connections with campers and develop meaningful relationships;work with other counselors to ensure a cohesive camping environment that serves all involved;eat lunch with campers and ensure that the eating area is clean;show enthusiasm for camp and the various activities, so as to encourage campers to get involved in all camp activities; instruct campers on emergency procedures and ensure that in emergency situations procedures are followed correctly and all your campers are accounted for;sign campers in at the start of every day and sign them out at the end of the day, ensuring that the camper is picked up by the person that was named on the sign-in sheet;encourage campers to respect the camp equipment, facilities and personal property;maintain good public relations with all campers? parents;attend weekly all staff meetings;when transporting campers from one location, always ensure all campers are accounted for before departing;set a good example for campers and others including cleanliness, punctuality, sharing clean-up and chores, sportsmanship and good manners.

Duties Description:

Duty Pct	Duty Description
100	Develops, implements and oversees various program activities, including sports and games, aquatics, creative arts and more; works closely with camp supervisors to come up with new ideas and solve behavior issues, bullying and other problems that arise; makes connections with campers and develops meaningful relationships; works with other counselors to ensure a cohesive camping environment that serves all involved;eat lunch with campers and ensure that the eating area is clean;show enthusiasm for camp and the various activities, so as to encourage campers to get involved in all camp activities; instructs campers on emergency procedures and ensure that in emergency situations procedures are followed correctly and all your campers are accounted for;sign campers in at the start of every day and sign them out at the end of the day, ensuring that the camper is picked up by the person that was named on the sign-in sheet; encourages campers to respect the camp equipment, facilities and personal property;maintain good public relations with all campers? parents;attend weekly all staff meetings; transports campers from one location, always ensure all campers are accounted for before departing;set a good example for campers and others including cleanliness, punctuality, sharing clean-up and chores, sportsmanship and good manners.

