

Latchkey Counselor Job Description

Conditions of Employment

Position

1. The position that you are applying for is a non-career, seasonal Latchkey Counselor in the Recreation Division of the Parks and Recreation Department.
2. The job assignments for this position include:
 - Conduct and assist with a variety of games, crafts, and sports for youth.
 - Lead campers through activities before and after camp.
 - Ensure the safety and well-being of campers.
 - Perform various other duties as determined by supervisor.
3. This position reports directly to the Latchkey Coordinator, who is under the supervision of the Youth Recreation Programmer.

Schedule

1. Morning shift begins at 7:15 am and ends at 9:15 am, or later if needed, Monday through Friday. Afternoon shift will begin at 4:15 pm and end at 6:15 pm, or later if needed, Monday through Friday. Latchkey Coordinator will determine actual schedule.
2. Latchkey Counselors are expected to work 8-10 weeks, 20-30 hours each week.
3. Staff is to be flexible and available to work when needed.

Salary and Benefits

This position currently pays hourly. The beginning rate is \$9.45/hr. Persons serving in this position are not eligible for fringe benefits.

Qualifications

You must be 18 years of age and have some experience working with children to obtain this position. You must go through a group interview or panel interview process. Persons serving in this position shall be outgoing, loud, fun and love working with children and people. All counselors must pass a criminal history check and central registry clearance.