



## **Kids Club Attendant and Camp Counselors Deerwood Country Club and Community, Jacksonville, FL 32256**

**JOB DESCRIPTION: Part Time Kids Club Attendants and Seasonal Camp Counselors**

**REPORTS TO:** Kids Club Coordinator and Tennis Pro Shop Manager

**JOB SUMMARY:** Creative participant in all camp activities and will assist your Camp Coordinator with a variety of daily tasks, all with the goal of creating a memorable and meaningful camp experience for your campers. Our Kids Attendant's interact with our campers throughout the entire day, helping them make friends, try new things, and generally caring for their well-being. The role of a Kid's Club Attendant is to participate, build relationships and have fun while ensuring the physical and emotional safety of every child.

### **RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:**

1. Be punctual at all times and arrive to work on time, consistently.
2. Must be able to work a flexible schedule, to include weekends and holidays.
3. Clothing must be in proper taste, crisp, clean, and in good repair, upon entering the property, including wearing name tag. Demeanor must be professional and welcoming.
4. Hair must be clean and cut in a becoming style; Management has final approval.
5. Become proficient on all appropriate equipment and games and their safety features.
6. Make sure all side work is complete, before opening.
7. Greet members by name whenever possible.
8. Watch, entertain, and provide a safe environment for the children of the members while their parents are working out, at the pools, at the club house, or out playing golf or tennis.
9. Keep the nursery clean, organized, and safe for the children.
10. Check supplies, informing the supervisor of any needs relating to these items.
11. Have members sign in and out their children, informing them of the cost per hour.
12. Ring in all nursery charges to the member's numbers.
13. Work the front desk as needed.
14. Keep the front desk area neat, clean, and orderly; to include folding towels.
15. Give out towels and keys to members.
16. Answer the phone, forward calls or take detailed messages and deliver to the appropriate person.
17. Sign in new members.
18. Perform other jobs that will assist in quality member service as assigned by the Kids Club Coordinator.

## **CAMP COUNSELORS**

1. Camp Counselor Qualities
2. Ability to work with children to grow in character, experiences and insights
3. Ability to guard the health and well-being of campers at all times
4. Prior experience working with children
5. Enthusiastic, Responsible, Dependable, Level-Headed, Flexible, and Calm in all situations
6. Completed at least one year of college or equivalent
7. CPR/First Aid Certified OR willing to become certified before the summer begins

## **CAMP COUNSELOR RESPONSIBILITIES**

1. Work with group of campers and provide a fun, safe and exciting camp experience
2. Cooperate with fellow Counselors and Kids Club Coordinator
3. Greet families and campers upon arrival
4. Support Camp Director in establishing rules and emergency procedures with campers
5. Participate in all camp activities
6. Help out where needed and lead activities when asked to by the Kids Club Coordinator

## **TRAINING AND EXPERIENCE:**

High School (minimum). Childhood certifications and Classes a plus. Must have essential knowledge and previous classroom experience in handling infants and young children which includes care, safety and entertainment. Must be CPR certified. PLEASE PROVIDE copies of certificate relating to CPR, First Aid, Safe Babysitting classes etc. to the Human Resource Department.

- Must have at least 2 year of child care experience
- Must be 18 years or older
- Possess strong verbal communication and interpersonal skills
- Must have reliable transportation
- Able to lift 35 lbs.

Pay is based on experience.

Must satisfy a nationwide criminal background check, drug screen and have a valid Driver License.