



City of Saginaw

333 West McLeroy
P.O. Box 79070
Saginaw, Texas 76179
817-232-4640
Fax 817-232-4644
www.ci.saginaw.tx.us

**RECREATION CENTER
2023 SUMMER CAMP COUNSELOR**

OPENING DATE: December 07, 2022

CLOSING DATE: Open Until Filled

BEGINNING SALARY: \$11.00 - \$12.50 (depending on experience)

WORK SCHEDULE: June 05, 2023 – August 04, 2023
Monday – Friday
7:00 a.m. – 6:00 p.m.

MINIMUM REQUIREMENTS:

CITIZENSHIP: Must be a United States Citizen by birth or lawfully authorized.

EDUCATION: Less than a high school diploma

IDENTIFICATION: Must have a valid Texas Driver's License or valid identification

MUST BE ABLE TO PERFORM ESSENTIAL AND NON-ESSENTIAL JOB DUTIES WITH OR WITHOUT A REASONABLE ACCOMMODATIONS. (PLEASE READ DESCRIPTION ENCLOSED IN PACKET.)

All applications must be returned with the following:

- a. Copy of valid Texas Driver's License or valid Identification
- b. Copy of Social Security Card
- c. Authorization to Conduct Drug and or Alcohol Testing Form
- d. Authority for Release of Information and Waiver Form
- e. Supplemental Work and Personal History Form (Page 1 and 2)
- f. DPS Computerized Criminal History (CCH) Verification Form

HIRING PROCESS

The hiring process will consist of the following: Oral interview, background check, physical examination and drug screen. Any offer of employment is contingent on applicant passing the physical examination and the drug screen. **We reserve the right not to employ any applicant.**

**City of Saginaw Human Resources
333 West McLeroy Blvd., Saginaw, Texas 76179
817-230-0330**

Applications: Mail or Hand Deliver

**City of Saginaw, City Hall
333 West McLeroy Blvd.
Saginaw, TX 76179**

NON-TOBACCO USERS PREFERRED, NO SMOKING IN ANY CITY BUILDING OR VEHICLE

Equal Opportunity Employment

Note: The Immigration Reform and Control Act of 1986 requires the City of Saginaw to hire only U.S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.

**CITY OF SAGINAW
JOB DESCRIPTION**

Job Title: Summer Camp Counselor
Department: Recreation & Community Services
Seasonal/Temporary Position

Effective: 03-12-2012
State Employment Commission Code: 7999
Worker's Compensation Number: 8810

Purpose of the Camp: Saginaw Recreation's philosophy is based on fitness and recreation excellence and is evident in all of our youth programs. Our camps will be unique, fun and we offer a safe program for all children. The activities we offered at camp will include P.E. games, dance classes, Tae Kwon Do classes, cooking classes, art classes, field trips, and much more. We will provide fun, skill and character development, while the kids experience tons of fun. We understand the importance of offering quality child programs at a low cost.

Job Summary:

The Counselor position will be responsible for ensuring the safety and well being of the children, you will be expected to enthusiastically and actively participate in all activities, including games, team sports, fitness, art and crafts, drama, dance and swimming. As a Camp Counselor, you will be responsible for ensuring the safety of the children while implementing and creating day-to-day activities.

Essential Job Functions:

Responsibilities are; but not limited to:

1. Assists in the programs and activities for each day of summer camp.
 2. Assists in coordination of arts, crafts, games, swimming, drama, gym games, etc.
 3. Supervises all camp children.
 4. Informs Director of all work activities
 5. Performs other duties as assigned.
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Experience, Training, Knowledge, and Skills:

Ability to communicate effectively and work well with a wide variety of people is required. Skills in organizing, supervising and disciplining children, and creating a positive camp environment. Ability to work effectively with children 5-13 years of age. Ability to participate in various sports and recreational activities; and to make good, quick and sound decisions in emergency situations. Must maintain a pleasant and friendly personality at all times.