



## TOWNSHIP OF ABINGTON

Employment Opportunity Posting

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# INTERNAL / EXTERNAL JOB POSTING

<b>DATE</b>	February 22, 2022
<b>POSITION</b>	Part Time Seasonal Camp Counselor
<b>DEPARTMENT</b>	Briar Bush Nature Center
<b>HOURLY RATE</b>	\$15.00/hour
<b>JOB DESCRIPTION</b>	See attached
<b>DEADLINE</b>	Open Until Filled

Applications are available online at [www.abingtonpa.gov](http://www.abingtonpa.gov). For additional information contact Melissa Eldridge - [melissa@briarbush.org](mailto:melissa@briarbush.org) . Abington Township is an Equal Opportunity Employer.

# TOWNSHIP OF ABINGTON

## Job Description

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Department: Parks & Recreation/Briar Bush Nature Center

Position: Camp Counselor - PT - Seasonal

Classification: Part-Time -FLSA Non-Exempt

Reports to: Director of Public Programs

Supervises: Camp Volunteers

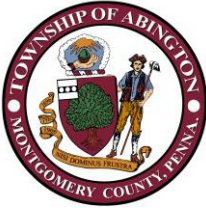
**Purpose:** The primary purpose of this position is to teach children in an outdoor setting; inspire people of all ages and backgrounds to explore and protect nature; encourage curiosity and scientific inquiry. The scope of work includes a variety of technical and administrative services that allows the Nature Center to function well, and to provide residents, business owners, and visitors with quality public service. All work is completed in accordance with the ordinances and other laws of the Township and Commonwealth of Pennsylvania. Assignments and technical supervision is received through the Director of Briar Bush or a Supervisor.

**Tasks:** Interacts pleasantly with residents, customers and the general public; ability to provide skills assistance to participants; actively participate in all aspects of camp training; report to the Director of Public Programs (Supervisor) for all aspects of summer camp; plan and prepare environmental education lessons; cooperate with other staff regarding camp content and logistics; act as primary educator for a maximum of 5 campers ages 4-6 or a maximum of 8 campers ages 6-12 each day on a rotational basis with other staff; handle and use a variety of domesticated and non-releasable wildlife in camp programs; manage and evaluate teenage camp volunteers; communicate professionally with camp parents; keep necessary records for camp programming and management; maintain clean, organized camp spaces and equipment; perform other program duties, as needed.

Interacts with department employees, the public, governmental, and Township officials in a courteous and professional manner at all times; operates office equipment; other related duties as necessary to support the Parks and Recreation Department.

**Job Standards (Minimum qualifications needed to perform essential functions):** Ability to understand instructions; organize and prioritize work load efficiently and effectively; strong communication skills and attention to detail, able to follow directions. Strong computer skills; enthusiastic and self-motivated; be comfortable being the sole staff person on the premises when necessary; valid PA Driver's License preferred; handle personal and confidential information tactfully; work with others; good ability to communicate orally and in writing. Ability to work the following schedule: May 17, 2021 ideally through September 3, 2021, accommodations for school schedules may be possible. Work hours generally M-F, 9-5 for training and 8-4 for camp, though some weeks may vary. Employee must be able to pass a FBI, DHS ChildLine and PA State Police Criminal Background Checks and drug test.

This is light work requiring carrying up to 20 pounds occasionally; and up to 10 pounds frequently to move objects; work requires reaching at waist level, and performing fine manipulation frequently; standing, walking, lifting, bending, crouching, kneeling, reaching at all levels occasionally; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels,



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and to receive detailed information through oral communications and/or to make fine distinction in sound frequently; visual acuity (near vision frequently; mid and far vision, depth perception, color perception, and field of vision occasionally) and observing general surroundings and activities frequently; withstand exposure to weather occasionally; walk on uneven trails in all conditions of weather. All work performed is to be mistake free and all interpersonal interactions with employees and the public is to be positive, collaborative, respectful and courteous.

Employee may be asked to perform other duties provided those duties are not illegal or injurious to the employee's health; Employee will be evaluated in part based upon performance of the tasks listed in this job description and at a minimum, to the standards within this job description. Management has the right to revise this job description at any time. This job description does not list all the duties of the job. Management may ask the employee to perform other job-related duties.

**Required Skills, Knowledge and Abilities:** Employee must be self-motivated and perform tasks independently and often without direct supervision, although employee will have regular contact with Director and other assigned Managers. Strong commitment to excite and teach children about the natural world; Willingness to work with and handle live animals such as reptiles, insects, birds, and small mammals; Strong communication (written and verbal) and problem-solving skills; Ability to be reliable, flexible, and positive working in a group environment; Physically able to teach outdoors in the summer over forested terrain; some knowledge of general rules of procedure; a demonstrated ability to work for more than one person; possess excellent organizational skills; ability to establish effective working relationships with department personnel, managers, residents, and the general public; ability to work under stressful conditions with frequent interruptions.

**Education and Experience:** Any combination of education that results in employee achieving the functions of the job satisfactorily, with, as a minimum, one year of college/professional experience in biology, education, recreation, or related field and experience working with children, preferably in a camp setting. Holds First Aid/CPR Certification or ability to pass First Aid/CPR Certification; Customer service experience preferred.

**Job Location (Place[s] where work is performed):** Briar Bush Nature Center, 1212 Edge Hill Rd. Abington, PA 19001

**Equipment (Examples of machines, devices, tools, etc., used in job performance):** Telephone; computer; copier; paperwork; craft materials; live animals.