

RESOLUTION 28-05-08

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN CLASSIFICATION AND PAY PLAN TO PROVIDE FOR THE POSITION OF CAMP COUNSELOR; PROVIDING FOR THE PUBLICATION OF AN UPDATED CLASSIFICATION AND PAY PLAN; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

WHEREAS, the Classification and Pay Plan is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

WHEREAS, it is necessary to provide an updated listing of certain current titles and classifications within the Town service,

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, AS FOLLOWS:

Section 1. The foregoing recitals are hereby incorporated as if fully set forth herein.

Section 2. The Classification and Pay Plan is revised to add the position of Camp Counselor and corresponding job description. A copy of the job description for this position is attached hereto as Exhibit A.

Section 3. This Resolution shall become effective immediately upon adoption.

The foregoing Resolution was offered by Commissioner Balius, who moved its adoption. The motion was seconded by Commissioner Carey, and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR DESCA DUBOIS	<u>—Absent—</u>	<u>—</u>
VICE-MAYOR ED DALY	<u>X</u>	<u>—</u>
COMMISSIONER CHUCK BALIUS	<u>X</u>	<u>—</u>
COMMISSIONER JEFF CAREY	<u>X</u>	<u>—</u>
COMMISSIONER PATRICIA OSTERMAN	<u>X</u>	<u>—</u>

The Town Commission thereupon declared the foregoing Resolution NO. 28-05-08 duly passed and adopted this 21 day of May, 2008.

TOWN OF LAKE PARK, FLORIDA

BY: *Ed Daly*
for DESCA DUBOIS
 MAYOR

ATTEST:

Vivian Mendez Lemley
 VIVIAN MENDEZ LEMLEY
 TOWN CLERK



Approved as to form and legal sufficiency:

BY: *Thomas J. Baird*
 THOMAS J. BAIRD
 TOWN ATTORNEY

CAMP COUNSELOR

CLASSIFICATION CODE: 181
PAY GRADE:
DEPARTMENT: PARKS AND RECREATION

GENERAL CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Recreation Director, responsible for leading, directing and assisting youth enrolled in summer camp group activities, educational programs, arts and crafts, team sports, off site field trips, games and special events. Serves as a positive role model for campers and ensures a safe, diverse and fun environment for youth in a day camp setting. Performs related duties as directed. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of all job duties. The omission of a job duty does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Camp Counselor position.

- Assist Recreation Department staff in the supervision of campers during all summer camp activities
- Assist Recreation Department staff in enforcing summer camp safety rules and carrying out established procedures for ensuring the health and safety of summer camp participants
- Guide individual campers in participating successfully in all aspects of summer camp activities
- Assume responsibility for coordinating workshops, hikes or other special activities as assigned
- Assist Recreation Department staff in leading activities as assigned
- Assist in maintaining good public relations with campers' parents or guardians
- Perform other duties as assigned

REQUIREMENTS:

Graduation from an accredited high school or GED or be enrolled in an accredited high school or GED program. One year of experience as a recreation volunteer preferred. Must obtain First Aid and CPR Heartsaver certification prior to the commencement of summer camp. Must be able to work a varied work schedule, including some weekends and holidays, during the period of June 1st through August 1st of each year.

PHYSICAL REQUIREMENTS:

Task involves frequent walking; standing; lifting and carrying objects of moderate to heavy weight; and/or the operation of vehicles, office, computer keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

ENVIRONMENTAL REQUIREMENTS:

Task may require infrequent exposure to adverse environmental conditions.

SENSORY REQUIREMENTS:

Task requires color, sound and form perception.

BLOODBORNE PATHOGENS:

Category 11 – Moderate to Minimal Risk Exposure.

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.