

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

CAMP CONSULTANT

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to ensure the safe operation of camps and the compliance of licensing.

There are two classifications in this job.

Position Code Title – Camp Consultant-E

Camp Consultant P11

This is the experienced level. The employee performs a full range of professional. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Title – Camp Consultant-A

Camp Consultant 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of lower-level Camp Consultants or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Conducts on-site visits to assess camp facilities, review fire and environmental conditions, organizational structure, administration, staff, programs, activities, location, and general level of care and treatment of youth or adult foster care participants.

Determines appropriate licensure requirements for camps.

Provides assistance in developing administrative rules, licensing procedures, and forms used for the camp licensing process.

Evaluates general health standards, safety precautions, menus and food preparation, and the supervision provided for hazardous activities; directs termination of dangerous

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activities and closes or initiates camp closing when dangerous conditions exist or remain uncorrected.

Consults with camp owners regarding state laws and regulations governing camps; advises owners on methods to improve camp conditions to bring programs into compliance; issues citations if programs are not in compliance.

Provides consultation to the public, school officials, medical personnel, and professional organizations to assist in problem resolution, program management, camper management, and other areas.

Reviews application for annual licensure of camps, and makes recommendations as to issuance, denial, or revocation of camp licenses.

Interviews personal references and conducts background investigations of applicants.

Prepares licensing study reports, interim evaluations, consultative reports, and other related reports.

Conducts complaint investigations and makes recommendations for improvement; or, in the case of alleged child abuse, conducts initial interviews and coordinates with State Police in the prosecution of offenders.

Provides testimony in administrative or judicial hearings regarding violations of law or rules governing camp.

Conducts immediate reviews and prepares reports of major injury incidents.

Compiles and presents statistical data and other materials for the use of the supervisor of camping services.

Meets with county health departments and local social services offices regarding area camps.

Participates in training sessions and workshops for camp organizations and other related groups.

Responds to inquiries from the general public regarding camp facilities.

Performs related work as assigned.

Additional Job Duties

Camp Consultant 12 (Lead Worker)

Oversees the work of lower-level Camp Consultants by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

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Camp Consultant 12

Performs on a regular basis professional camp consultant assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the experienced level and extensive knowledge is required at the advanced level.

Knowledge of the administration, organization, and operation of public and private camp programs.

Knowledge of licensing rules, requirements, and regulations governing camps.

Knowledge of protective services programs for children and adults, and the referral processes to be used.

Knowledge of child and adult development and behavior.

Knowledge of health and safety standards.

Knowledge of administrative hearing and court procedures.

Knowledge of information gathering and report writing methods and techniques.

Knowledge of the purpose and goals of camps.

Knowledge of the various types of camps, camp programs, and related activities.

Knowledge of camp organizations and administration.

Ability to provide professional consultation about program operations, professional services, and staff development as it relates to camp operations and their regulatory requirements.

Ability to make independent decisions, prioritize assignments, and organize work loads.

Ability to research and analyze data, and to prepare clear and concise reports of findings.

Working Conditions

Some employees may be required to travel.

Some jobs require an employee to work outdoors as well as in an office.

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Physical Requirements

None.

Education

Possession of a master's degree with a major in child development, education, social work, camp administration, outdoor education, recreation, or guidance and counseling.

Experience

Camp Consultant P11

Two years of professional experience involving youth programs or primary or secondary education, and two seasons of camp supervisory or administrative experience.

Camp Consultant 12

Three years of professional experience involving youth programs or primary or secondary education, and two seasons of camp supervisory or administrative experience, including one year equivalent to a Camp Consultant P11.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
CAMPCST

Job Code Description
Camp Consultant

Position Title

Camp Consultant-E
Camp Consultant-A

Position Code

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CAMPCSTA

Pay Schedule

W22-028
W22-046

ECP Group 2
Revised 6/1/06
TeamLeaders