

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

CCC Dormitory Advisor

SERIES NO.:

2215

MAJOR AGENCIES:

Natural Resources

EFFECTIVE DATE:

01/09/2005

SERIES PURPOSE:

The purpose of the CCC dormitory advisor occupation is to provide educational & recreational activities for corpsmembers at residential camp, to maintain safety & security of & perform basic unskilled maintenance at residential camp & counsel corpsmembers.

CLASS TITLE

CCC Dormitory Advisor

CLASS NUMBER

22151

PAY RANGE

25

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of group life management in order to oversee activities of CCC residential camp to ensure basic maintenance & security of facility & safety of residents, to counsel corpsmembers & to provide educational & recreational activities.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
CCC Dormitory Advisor	22151	06	01/09/2005	25

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Oversees activities of CCC residential camp to ensure basic maintenance & security of facility & safety of residents (e.g., patrols camp area & buildings checking for hazards & to secure doors & gates; monitors traffic & visitors in camp; enforces curfew policy; fights forest fires; waters grounds & in greenhouse; fixes recreational equipment; bleeds lines & resets furnaces & hot water heaters; mops & buffs floors, replaces lightbulbs; removes snow & ice; makes keys; exchanges linens; telephones appropriate parties to address emergencies; assigns rooms, monitors vehicles for maintenance; oversees corpsmembers in carrying out housekeeping tasks).

Provides transportation to corpsmembers to & from educational facilities (e.g., colleges, GED classes) & assists in planning & monitoring recreational activities on & off-camp grounds.

Counsels corpsmembers (e.g., personal, discipline), determines best course of resolution, prepares necessary forms & files reports & conducts follow-up on reported problems; assists corpsmembers with educational homework.

MAJOR WORKER CHARACTERISTICS:

Knowledge of English; basic mathematics; group life management; counseling; agency policies & procedures for operation of CCC residential camp facility*. Skill in basic, unskilled buildings & grounds maintenance*. Ability to identify unusual or threatening conditions & take appropriate action; gather, collate & classify information about data, people or things; establish & maintain good rapport with corpsmembers.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education that includes reading, writing & speaking English & in mathematics that includes fractions, percentages & decimals; 3 mos. trg. or 3 mos. exp. in working with children, youths or adults in group life, recreational or educational setting; 1 course or 3 mos. exp. in non-therapeutic counseling; valid driver's license.

-Or equivalent of the Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Works flexible hours & weekends; requires travel; may assists in fighting forest fires.