

Job Description: CAMP GUIDE - PARKS

PAY GROUP: TP 4

EEOC CATEGORY: Temporary Seasonal

FLSA: Not Applicable

SUMMARY OF POSITION:

Responsible for developing and leading a group of assigned campers through a variety of camp activities that are safe, challenging and age-appropriate.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Camp Coordinator / Recreation Superintendent
2. Directs: This position is not a supervisory position.
3. Other: Works closely with other departmental employees, employees in other city departments, and members of the general public.

EXAMPLES OF WORK:

Essential Duties*

Maintain a **positive** attitude towards participants, parents and staff at all times.

Keep accurate daily attendance of assigned group. Supervise participants through the camp day and on field trips. Ensure the safety of the activities and participants at all times.

Follow assigned schedule of activities. Coach, teach, and/or lead games, sports, projects, activities etc. Improve and adjust scheduled activities to avoid periods of down-time.

Actively participate in all activities including dress up days, performances, singing, dancing, swimming, wading, running and walking from place to place.

Conduct daily inspections of program area for safety, cleanliness and needed repairs.

Assists with setting up and taking down of equipment for all activities and responsible for the security and neat storage of all equipment and supplies.

Responsible for cleaning up after meals, snacks, crafting, or any activities that are messy.

Recognize and respond to potential problems in the group or individual discipline problems.

Tend to and document first-aid injuries.

Attend employee orientation and all scheduled staff meetings during the summer.

Scheduled hours will vary throughout the summer depending on participant enrollment and program needs.

Work in designated areas indoors and outdoors.

Inform the Camp Coordinator of any camp or staff problems/concerns.

Any additional tasks and/or duties as deemed necessary and assigned by the Parks and Recreation Superintendent, Programs Assistant, or Camp Coordinator.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Must be at least 16 years of age.

Must be able to make decisions requiring mature judgement.

Ability to lift 25 pounds.

ACCEPTABLE EXPERIENCE AND TRAINING:

CERTIFICATES AND LICENSES REQUIRED:

Must obtain CPR & First Aid certification prior to the start of the youth summer camp program.