

## Youth Program Leader

**Number of Positions:** 3-5

**Salary:** \$16.25-\$18.25/hour depending on qualifications



### GENERAL DESCRIPTION/ESSENTIAL FUNCTIONS:

This position can cover many different programs, mostly as needed. Below is a general list and descriptions of a few programs that are offered throughout the year with the possibility of other programs/options becoming available as well. Please feel free to ask about other opportunities that may be available throughout the year during the interview process.

**School's Out Days:** Under the supervision of the Community Program Coordinator, the School's Out Leaders assists in the implementation of camp activities as needed. Leaders will supervise campers ages 6-12.

School's Out Leaders are responsible for the safety of all campers, meeting camp objectives, working within a budget, and communicating with adults and supervisors.

Daily activities for both positions include (but not limited to) arts & crafts, active games, and team building activities, and taking field trips via MTD. This position runs on days when USD116 School District is closed for elementary-aged children throughout the school year.

**School's Out for Summer:** Under the supervision of the Community Program Coordinator, the School's Out Leaders assists in the implementation of camp activities as needed. Leaders will supervise campers ages 6-12.

School's Out Leaders are responsible for the safety of all campers, meeting camp objectives, working within a budget, and communicating with adults and supervisors.

Daily activities for both positions include (but not limited to) arts & crafts, active games, and team building activities, and taking field trips via MTD. This position runs after USD116 calendar school year ends until UPD's summer camp begins.

**Fall Break Day Camp:** Under the supervision of the Community Program Coordinator, the School's Out Leaders assists in the implementation of camp activities as needed. Leaders will supervise campers ages 6-12.

School's Out Leaders are responsible for the safety of all campers, meeting camp objectives, working within a budget, and communicating with adults and supervisors.

Daily activities for both positions include (but not limited to) arts & crafts, active games, and team building activities, and taking field trips via MTD. This position runs during the USD116 District fall break in mid-October.

**Holiday Camp:** Under the supervision of the Community Program Coordinator, the School's Out Leaders assists in the implementation of camp activities as needed. Leaders will supervise campers ages 6-12.

School's Out Leaders are responsible for the safety of all campers, meeting camp objectives, working within a budget, and communicating with adults and supervisors.

Daily activities for both positions include (but not limited to) arts & crafts, active games, and team building activities, and taking field trips via MTD. This position runs during the USD116 District winter break in mid-to-late December.

### **QUALIFICATIONS:**

Interest, enthusiasm, and experience in planning and leading youth programs. Enjoyment of community and familiarity with local cultural and natural resources. Ability to supervise campers, make fair decisions, and carry out a wide variety of activities.

### **DUTIES AND RESPONSIBILITIES:**

1. Assist in the planning, organization and/or implementation preplanned activity schedule of high-quality activities.
2. Become familiar with campers; know their personalities, skills and interests.
3. Navigate local MTD bus routes for camper transportation.
4. Ensure safety of campers and staff.
5. Enforce camp rules.
6. Communicate with adults/parents about daily camp activities.
7. Complete all necessary forms and documents.
8. Follow and enforce all Urbana Park District policies and procedures.
9. Complete other work-related duties as assigned by the Community Program Coordinator and Assistant.

### **PHYSICAL EFFORT AND WORK ENVIRONMENT:**

- Must have the ability to work outdoors under various weather and environmental conditions.
- Must have the physical ability to lead and actively participate in camp activities which include, but are not limited to: swimming, arts and crafts, physical games, and educational activities.
- Must be able to respond quickly in an emergency.
- Must be alert at all times, keeping safety in mind. Must possess acceptable hearing and visual capabilities in order to monitor environment and children's well-being.
- May be asked to lift and carry up to 50 pounds in various forms.
- May be required to sit, stand, or maintain physical activity for extended periods of time.