

## **REC CAMP LEADER**

**Number of Positions:** 5-6

**Salary:** \$15.75-\$16.00/hour  
35-40 hours/week (Mon-Fri), 10 weeks

**Dates:** June 3 - August 7  
Paid Mandatory Training May 13, 19, 20



### **GENERAL DESCRIPTIONS/ESSENTIAL FUNCTIONS:**

Under the supervision of the REC Camp Supervisor, the Camp Leader plans and carries out a daily program for a group of children ages 6-12. Daily activities will include instructions in sports skills, games, open swim, field trips, group activities, and many others.

### **QUALIFICATIONS:**

Interest and experience in leading children's activities. Applicant should have experience and/or knowledge in athletics. Ability to plan and carry out activities. Ability to make fair decisions. Must be CPR and First Aid certified or be willing to receive certification upon hire. Minimum age: 18.

### **DUTIES AND RESPONSIBILITIES:**

1. Be responsible for planning and carrying out a weekly schedule of activities with children, ages 6-12.
2. Work with REC Camp Supervisor and Athletics Coordinator to make best use of camp materials and community resources.
3. Communicate with parents about day camp happenings.
4. Be familiar with campers: know their personalities, skills and interest.
5. Ensure safety of campers.
6. Keep supplies and equipment in order.
7. Submit program curriculums, reports and program evaluations.
8. Provide an end of season report evaluation and suggestions for future improvements.
9. Participate in staff training as required.
10. Follow all Urbana Park District policies and procedures.
11. Other duties as assigned.

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

Must have the ability to work outdoors under various weather and environmental conditions, have the physical ability to lead and actively participate in camp activities which include, but are not limited to, hiking, swimming, physical games, and educational activities. Must be able to physically respond quickly in an emergency, be alert at all times, keeping safety in mind. Must possess acceptable hearing and visual capabilities in order to monitor the environment and children's well-being. May be required to lift and carry up to 30 pounds in various forms, as well as, sit, stand, or maintain physical activity for extended periods of time.

*Date Written: 2012*

*Date Revised: January 2014, January 2015, January 2016, January 2023, December 2023, December 2024*