

POSITION DESCRIPTION

TOWN OF GRAY, MAINE

POSITION TITLE: SUMMER STAFF

DATE CREATED/ REVISED: 01/18/2024

Narrative: The Summer Staff are responsible for leading and facilitating activities and experiences that are age- appropriate for youth participants in the summer programs.

POSITION RESPONSIBILITIES/TASKS

Illustrative only and not all inclusive:

- Facilitate, monitor, and ensure a positive, safe and fun camp experience for participants.
- Act as a positive role model for campers.
- Plan and direct activities as assigned and be an active participant in camp activities.
- Be responsive to the needs of participants and able to provide guidance and individual attention to participants when needed.
- Keep documentation/notes pertaining to campers- injuries, behaviors, concerns, etc.
- Oversee campers during field trips, both walking and bus.
- Provide positive, age-appropriate and approved behavior management techniques when needed.
- Keep Directors informed of any parental.
- Perform other assigned duties, including (but not limited to): Set-up, clean-up, monitoring, early/late care supervision, etc.
- Attend all scheduled meetings and trainings, Including Red Cross First aid/CPR/AED.
- Ability to demonstrate and lead activities and games.
- Strong verbal communication skills.
- Ability to interpret, understand and effectively carry out oral and written directions.

ADDITIONAL JOB FUNCTIONS

- Supervise children during water access.
- Administer First Aid when needed.

POSITION REQUIREMENTS/QUALIFICATIONS

Education & Experience

- Prior experience with camp age children preferred.

Knowledge, Ability, Skills

- Enjoys working with children.
- Strong leadership role and not afraid to speak in front of group.

Physical Requirements/Other

- Minimum age of 16 years preferred (under age 16 requires a work permit).
- Ability to work outside in summer heat.
- Frequent standing, bending, sitting, walking, running, and lifting.

- Must be available to work from June 24th to August 16th Time off during this period shall be discussed during the interview process.
- Camp positions will vary between 20-40 hours per week Monday- Friday ranging between the hours of 6:45 and 5:45pm based on location and position.
- Training for summer camp staff is mandatory, June 17-June 21 hours TBD with online training to be completed before June 17th training date.
- We reserve the right to adjust the summer schedule based on registration numbers.

Acknowledgement

I have received a copy of this position description and having reviewed it, agree with its description and requirements and understand that it is the basis for my performance and evaluations.

Name of Employee: _____ Date: _____

Name of Supervisor: _____ Date: _____

Physical Requirements/Other:

Title/Department:			Summer Day Camp Assistant Director		
Shift Length	<input type="checkbox"/> <8 hrs	<input checked="" type="checkbox"/> 8-12 hrs	<input type="checkbox"/> >12 hrs	<input type="checkbox"/> 24/7 operation	<input type="checkbox"/> On call
<input checked="" type="checkbox"/> Days:	<input type="checkbox"/> Nights		<input checked="" type="checkbox"/> Evening		<input type="checkbox"/> Rotating
DEFINITION KEY	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
Lifting/Carrying (pounds)	Never	Rarely	Occasionally	Frequently	Constantly
0-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10-25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25-50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50-100	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical distance carried: within area <input checked="" type="checkbox"/> between areas <input type="checkbox"/> throughout facility					
Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ladders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach/lift below knees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Running	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work outdoors in extreme/mild elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DEFINITION KEY	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly
Work overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mousing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cognitive Demands/Sensory Requirements – For specific job demands, employee must be able to:

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|--|---|---|
| <input checked="" type="checkbox"/> see | <input checked="" type="checkbox"/> hear | <input type="checkbox"/> distinguish color |
| <input checked="" type="checkbox"/> work in diminished lighting | <input checked="" type="checkbox"/> make critical decisions | <input checked="" type="checkbox"/> perform in fast-paced environment |
| <input checked="" type="checkbox"/> speak | <input checked="" type="checkbox"/> work at a set pace/rate | <input checked="" type="checkbox"/> remember accurately |
| <input checked="" type="checkbox"/> work under deadlines | <input checked="" type="checkbox"/> perform multiple tasks | <input checked="" type="checkbox"/> work independently |
| <input checked="" type="checkbox"/> understand verbal instructions | <input checked="" type="checkbox"/> understand written instructions | |
| <input type="checkbox"/> other: | | |