POSITION TITLE: SUMMER CAMP/ LIT STAFF
DATE CREATED/ REVISED: 01/28/2019; 02/12/2020

Narrative: Under the direction of the Day Camp Director and the Recreation Programmer, the Day Camp Staff is responsible for leading and facilitating activities and experiences that are age-appropriate for youth participants in the day camp program.

POSITION RESPONSIBILITIES/TASKS

Illustrative only and not all inclusive:

- Facilitate, monitor and insure a positive, safe and fun camp experience for participants.
- Act as a positive role model at ALL times.
- Plan and direct both small and large group activities as assigned and be an active participant in camp activities (both large and small).
- 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.
- Provide positive, age-appropriate and approved discipline techniques when needed.
- Keep Directors informed of any parental concerns that need to be addressed.
- Perform other assigned duties, including (but not limited to): Set-up, clean-up, monitoring, early/late care supervision, etc.
- Attend all scheduled meetings, workshops and trainings.
- 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

- Assist children to get on and off the bus.
- Supervise children during water access.
- Verbal communication.
- Hearing and listening skills.
- Ability to lift up to 50 lbs.

POSITION REQUIREMENTS/QUALIFICATIONS

Education & Experience

- Prior experience with preschool and/or elementary school age children (such as volunteering, tutoring, babysitting, coaching/officiating) a plus.

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 22\textsuperscript{nd} to August 14\textsuperscript{th}. Time off during this period shall be approved only during the interview process by submitting a written request.
- Camp positions will vary between 20-42 hours per week Monday- Friday between the hours of 6:45am and 5:45pm.
- Training for summer camp staff is mandatory. Please CLICK HERE for the training schedule.
- We reserve the right to adjust the summer schedule based on registration numbers.

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