

Camp Lead-Summer Day Camp

Job Summary

This position is seasonal. Scheduled to work Monday to Friday. The Camp Lead is responsible for overseeing summer day camp program, acting as a unit lead and/or providing program administrative support at camp. Examples may include but is not limited to arts and crafts, check in campers, etc. The Camp Lead may support camp counselors as a unit lead as well as direct service to campers.

Essential Functions

- Meet weekly with Recreation Coordinator to discuss and plan camp themes and address issues.
- Oversee the setup, up-keep, and staffing of program area.
- Assist in training staff in using equipment and lesson planning for the program area.
- Prepare, lead, and evaluate programs which may include theme/special camp activities.
- Maintain and inventory all equipment necessary for the program area.
- Ensure that the site is kept clean and organized.
- Provide support to Camp Counselors.
- Organize and lead a variety of small and large group activities.
- Communicate with parents about participant's experiences and report concerns to Recreation Coordinator
- Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.
- Know and understand ALL emergency procedures associated with the camp program.
- Know, enforce, and follow all safety guidelines associated with the camp and all program areas. This includes but is not limited to being responsible for your campers' safety and their whereabouts at all times.
- Prepare for and actively participate in staff training and meetings.
- May help in other camp program areas as needed.
- Reports to work as scheduled/directed and reports to work free from the effects of illegal drugs or alcohol. Must not be impaired due to use of prescription drugs.

Requirements

- Minimum age of 18.
- Upon hire, completion of First Aid and CPR certification provided by Meadows Place.
- Minimum of one (1) season experience in camp, youth programs, recreation, working with children, or in a related field.
- Demonstrated ability to keep accurate records and organize program area logistics.
- Demonstrated ability to work as a member of a team and the ability to accomplish tasks with little direct supervision.
- Strong organizational and communication skills.

Physical Demands

- Must have the physical ability to lead and participate in camp activities which include, but are not limited to, hiking, kayaking, swimming, team building initiatives, physical games, and activities.

Salary

- \$12/Hour

Closing

March 19, 2018

To apply please go to <http://cityofmeadowsplace.org/government/job-opportunities/>

For questions regarding the position, please contact Leigh Ylanan at lylanan@cityofmeadowsplace.org.