

CITY OF ANACORTES

JOB DESCRIPTION

JOB TITLE: Day Camp Leader

DEPARTMENT: Parks and Recreation

REPORTS TO: Recreation Manager

PRINCIPAL PURPOSE OF JOB: Plan and implement a one month Day Camp program for children, ages 4-9. Responsibilities include supervising Day Camp program, hiring contracted services staff, planning projects, and ensuring supplies are available.

LEVEL OF AUTHORITY: Performs duties as assigned from Recreation Manager. Exercises latitude and judgment in assignments. Error in judgement could impact public acceptance of recreation programs.

WORK ENVIRONMENT: Performs work in an outdoor setting at Washington Park. Exposure to extended periods of direct sunlight and/or cool and damp weather is possible. Work performed in this position may place employee at risk of occupational exposure to blood and air borne pathogens.

GENERAL WORK SCHEDULE: During the month of July, Monday through Friday, 8:00 – 5:00 p.m. with a one hour unpaid lunch break. There will be some preparation work required in May and June.

ESSENTIAL JOB FUNCTIONS

1. Develop, schedule and coordinate day camp activities.
2. Schedule, supervise, lead, orient and evaluate staff and volunteers.
3. Be prepared and flexible, in order to run a quality recreation program.
4. Institute and enforce camp rules and discipline/reward procedures for participants and staff.
5. Ensure participant welfare during all activities.
6. Ensure the proper handling of first aid and emergency situations.
7. Prepare, purchase, and inventory equipment and supplies daily for Day Camp program.

ADDITIONAL JOB FUNCTIONS

1. Be responsible in keeping the park area of Day Camp clean.
2. Communicate with parents as needed, regarding participants' progress and special needs.

QUALIFICATIONS:

Technical

1. Must have one year of experience managing a children's Day Camp. Must demonstrate effective planning skills in developing and implementing a summer Day Camp program.
2. Must possess a valid Washington State Driver's License.
3. Must possess or obtain a first aid/CPR card.

Physical Capabilities

1. Physical strength and ability to lift up to 25 pounds.
2. Stamina to occasionally stand and walk for a minimum of four hours.
3. Must be at least 18 years old.

Other Capabilities

1. Ability to maintain excellent public relations with Day Camp participants and parents.
2. Must successfully complete a background check.
3. Must have good written and verbal communication skills.

OTHER

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form while on the job.

2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

CITY OF ANACORTES

JOB POSTING ANNOUNCEMENT

POSITION: Project Employee
Day Camp Leader
Anacortes Parks and Recreation Department

REPORTS TO: Recreation Manager

SALARY: \$8.00 per hour

POSTING DATES:

APPLY TO: City of Anacortes
Human Resources Department
6th Street and Q Avenue
Anacortes, WA 98221

WORK SCHEDULE: Monday through Friday in the month of July, with some preparation work sporadically in May and June.

JOB REQUIREMENTS: Responsible for seeing that all Day Camp equipment, staff and supplies are ready for each day of camp.

JOB QUALIFICATIONS: Must be at least 18 years of age. Must be in good enough physical condition to be able to stand and walk for at least 4 hours. Ability to communicate and supervise Day Camp participants. Please see job description for details.

OTHER REQUIREMENTS: The City of Anacortes has a policy requiring all new employees to sign a non-smoking agreement and a drug free workplace agreement. The final candidate will be required to provide proof of eligibility to work in the United States when hired.

The City of Anacortes is and Equal Opportunity Employer.