



Fair Oaks Recreation and Park District

Job Description

Job Title:	Recreation Leader III– Seasonal Position
Department:	Recreation
Reports to:	Senior Recreation Leader (Camp Director)
FLSA Status:	Non-Exempt, No Health, Paid sick leave up to 24 hours
Revised:	January 4, 2017
Pay Rate:	Pay range starts at \$11.75 per hour

The Recreation Leader III will be assigned a variable schedule that will typically require 6 hours per day between the hours of 7:30 a.m. and 5:30 p.m., Monday – Friday, but schedules and hours will vary based on camp enrollment. Position will start on June 1, 2017 and end August 18, 2017. **All Camp staff must be available to start work on the first day of camp and have obtained a Pediatric CPR/First Aid Certificate prior to the start of camp.**

Applications will be accepted through March 30, 2017. All applicants must be available to participate in an in-person interview in April 2017.

Job Summary: Under the direction of the Camp Director, supervises assigned camp participants and assists with the planning, organizing, implementing, leading and monitoring of Summer Camp activities. Leads a specific age group of children and serves as liaison between assigned group and Camp Director. Ensures a safe, fun and educational environment for camp participants.

Essential Functions:

- Maintains a sincere interest in providing each child with a positive summer camp experience
- Supervises and accounts for assigned participants at the day camp location and on field trips; ensures sign in and out procedures are followed
- Assists with the planning, organizing, implementing, leading and monitoring of Summer Camp activities
- Leads a specific age group of children and serves as liaison between assigned group and Camp Director; communicates any issues and updates Camp Director on activities; ensures daily schedule is followed and activities are carried out
- Prepares, leads and participates in recreational activities, both active and passive, for school-age children such as games, sports, arts and crafts, field trips, and songs at an assigned day camp location
- Assist in the CIT (Counselor in Training) training and mentorship
- Demonstrates a positive, courteous and enthusiastic attitude with the children, parents and camp personnel in day to day activities
- Acts as a liaison between the parents, children, camp staff and Recreation Coordinator
- Attends all preseason and ongoing staff meetings and training sessions
- Assists in keeping the camp site neat and clean and all equipment and supplies in good order

- Establishes positive and professional relationships with assigned parents and children, co-workers, and others contacted through the course of work
- Follow District policies and procedures; follows established discipline techniques and other standards
- Follows safety procedures and renders first aid as required; responds to emergency situations as they arise and follows emergency procedures; assists Camp Director to ensure that accidents and incidents are promptly documented and reported
- Meets with Camp Director on a daily basis; notifies Camp Director of any problems with site maintenance, assigned children and parents, and recommends appropriate action as necessary
- Actively encourage and live the District's mission
- Performs other duties as required

Knowledge, Skill and Experience:

1. **Minimum Education required:** High School Diploma or GED required; college course work in recreation or related area preferred.
2. **Minimum Experience required:** One (1) year of progressively responsible experience in a children's day care program or recreational day camp program or equivalent experience in a leadership and program planning role required. Experience working with school age children and a demonstrated commitment to bettering the lives of youth required.
3. **Knowledge, Skills and Abilities required:** Knowledge of recreational activities appropriate for school age children. Ability to communicate effectively with coworkers, children, parents, and volunteers. Leadership and organizational skills. Ability to use independent judgment and take appropriate action to ensure the safety of children and staff. Ability to deal with emergencies and stressful situations.
4. **Other requirements:** Possession of Pediatric CPR/First Aid certification prior to the start of Summer Camp. All applicants must be fingerprinted and pass pre-employment background check. Reliable transportation to and from work.

Physical Job Description:

Typical Working Conditions: Indoor and outdoor recreational facilities; frequent public contact; exposure to sun, heat and inclement weather; frequent travel for field trips. Schedule may vary.

Equipment Used: Telephone, equipment cart, arts and crafts supplies, and sports equipment.

Essential Physical Tasks: Frequently participates in strenuous physical activities, such as hiking, sports and other related camp activities, in outdoor and indoor locations. Frequent monitoring of children requiring the ability to detect and respond to emergency situations and provide CPR or First Aid as required. Must lift or carry lunchbox containers. Must push or pull the equipment cart.

Physical Demands: Frequently required to lift or carry up to 10 pounds. Occasionally required to lift or carry up to 30 pounds. Frequently required to push or pull up to 30 pounds. Frequently required to walk, run, stand for long periods of time, reach, kneel, squat, sit, and bend while monitoring children and participating in camp activities. Hearing and speech adequate to communicate in person and over the phone. Vision adequate to monitor children and read fine print. Manual dexterity to grasp and hold objects, use fine manipulation, write, and operate telephone.