



# Fair Oaks Recreation and Park District

## Job Description

Job Title: Senior Recreation Leader (Camp Director) – Seasonal Position  
Department: Recreation  
Reports to: Recreation Coordinator  
FLSA Status: Non-Exempt, No Health, Paid sick leave up to 24 hours  
Revised: January 4, 2017  
Pay Rate: Pay range starts at \$12.55 per hour

The Senior Recreation Leader will assist with camp planning in March through May 2017 and will be assigned a flexible schedule during those months. When camp begins on June 1, 2017, the position will require eight hours (8) per day between the hours of 7:30 a.m. and 5:30 p.m., Monday – Friday. Position will 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. Staff is also required to have mandated reporter certificate.**

Applications will be accepted through January 31, 2017. All applicants must be available to participate in an in-person interview in February 2017.

### Job Summary:

Under the supervision of the Recreation Coordinator, plans and implements Summer Camp program and activities. Supervises Camp Counselors and ensures that policies and procedures are followed and camp facilities are neat, clean and safe from hazards.

### Essential Functions:

- Plan, organize and implement Summer Camp program and activities
- Create weekly camp activity schedules in relation to set weekly themes
- Create and deploys weekly newsletters
- Communicates effectively with parents regarding any behavioral problems involving campers
- Ensure all camper medical information is accurate, updated, and stored securely
- Maintains visibility during check in and check out to help parents and campers.
- Must be creative and adaptable to change
- Demonstrate positive, courteous and enthusiastic behavior with the children, summer camp personnel and parents in day to day activities.
- Perform administrative functions in support of Summer Camp, including organizing equipment and preparing written reports, supply lists, and camp participant records; assesses the program and activities to determine effectiveness.
- Plan and organize weekly clubs and camper choice activities
- Supervises Camp Counselors, prepares staff schedules, maintains staff timesheets, and ensures proper staff to child ratios

- Plan, organize and facilitate all staff trainings
- Plan, prepare and distribute snack daily
- Provide on-going, constructive evaluation of staff and ability to give and listen to any feedback
- Effectively delegate tasks to staff
- Encourage knowledge sharing and promote opportunities for growth amongst staff
- Conduct mid-summer and final evaluations of staff
- Approve or deny staff time off requests
- Facilitate weekly staff meetings
- Leads by example
- Establish and implement methods of staff motivation during the summer
- Assist Camp Counselors with recreational activities for school-age children such as games, sports, arts and crafts, field trips, and songs at an assigned day camp location
- Ensure camp facilities are neat, clean and safe from hazards; inspects sites and equipment on a daily basis to identify and address potential safety hazards; takes corrective action to prevent injuries
- Oversee the entire CIT (Counselor-in-Training) program, including holding daily meetings with CIT's and provide on-going, constructive evaluations for CIT's
- Establish positive and professional relationships with parents, children, co-workers, and others contacted through the course of work; communicates camp information to parents
- Follow District policies and procedures; follows established discipline techniques and other standards
- Promote safety procedures and renders first aid as required; responds to emergency situations as they arise and makes certain that emergency procedures are followed; ensures that all accidents and incidents are promptly documented and reported
- Meet with Recreation Coordinator on a weekly basis; notify and communicate effectively with Recreation Coordinator of any problems with site maintenance, children and parents, and recommends appropriate action as necessary
- Supervise and account for all participants at the day camp location and on field trips; enforces sign in and out procedures
- Actively encourage and live the District's mission
- Other duties as assigned

### **Knowledge, Skill and Experience:**

1. **Minimum Education required:**

High School Diploma or GED required; Bachelor's Degree in recreation or related area preferred.

2. **Minimum Experience required:**

Two (2) years 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. Experience in a supervisory role, overseeing staff and young adults.

3. **Knowledge, Skills and Abilities required:**

Considerable knowledge of summer camp planning and administration; knowledge of recreational activities appropriate for school age children. Demonstrated ability to deal with customers and handle conflict in a professional manner; ability to communicate effectively with coworkers, children, parents, and volunteers. Leadership and organizational skills; ability to supervise, develop, motivate and discipline staff. Ability to use independent judgment and take appropriate action to ensure the safety of children and staff. Ability to manage

multiple people and projects at one time. Ability to deal with emergencies and stressful situations. Basic computer skills in word processing and spreadsheet development.

4. Other requirements:

Possession of, or ability to obtain, 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:**

Computer keyboard, telephone, walkie-talkies, arts and crafts supplies, sports equipment, kitchen equipment, etc.

**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.

**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 computer and telephone.