

GEORGETOWN – SCOTT COUNTY PARKS AND RECREATION

POSITION TITLE: Camp Program Manager (Part-Time / Seasonal)

POSITION CLASSIFICATION: Non-Exempt

GRADE: N/A

HOURLY RATE: \$10.00 - \$12.00

DEPARTMENT: Youth Programs

IMMEDIATE SUPERVISOR: Recreation Manager

SUPERVISES: Camp Supervisor

CHARACTERISTICS OF POSITION: Under the general direction of the Recreation Manager. Supervise staff effectively. Designs and implements camp activities. Collect and monitor staff working time. Ensures that staff and campers remain safe and engaged. Performs related work as required. Reports to work as scheduled.

GENERAL DUTIES AND RESPONSIBILITIES:

Essential: Assist Recreation Manager in interviewing potential staff. Assist Recreation Manager in planning Staff Orientation. Assist Recreation Manager in planning field trips. Assists Recreation Manager in selecting materials and equipment. Plan, supervise, implement, and administer program activities. Create information sheets for staff and participants. Report to work as scheduled. Ensure that staff adhere to Georgetown – Scott County policies and procedures. Conduct staff disciplinary interviews. Input participant information in computer database. Prepare staff lunch schedules. Acquire and distribute necessary equipment and supplies to sites. Distribute and collect necessary forms to and from supervisors. Demonstrate imagination and resourcefulness in working with children aged 4 - 13 years. Maintain accurate records. Attend staff meetings. Distribute necessary forms to staff, participants, and parents in a timely manner. Turn in all paperwork as dictated by established deadlines. Inform parents of potential discipline problems. Inform Recreation Manager of any program concerns. Assist or lead arts and crafts activities. Assist or lead group games. Substitute for staff as needed. Monitor Aquatic Center and Pavilion activities. Maintain discipline of staff. Respect campers, fellow staff, and parents. Communicate positively with campers, staff, and parents. Supervise children when parents are late for pick-up. Set a positive example for children, parents, and other employees. Notify Parks and Recreation maintenance staff on duty of any emergency maintenance issues.

Non-Essential: May assist Recreation Manager, Assistant Director, and Director in any other areas as requested.

QUALIFICATIONS AND REQUIREMENTS

Education, Training, Experience: Must be 18 years of age or older. Prefer college student or graduate with experience working with children and the public. Experience in supervising personnel. Must have First Aid and CPR Certification.

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge: Comprehensive knowledge of age appropriate games and activities. Working knowledge of general office equipment.

Skills: Communicate effectively with others. Computer skills. Microsoft Publisher and Word.

Abilities: Ability to adhere to Georgetown – Scott County Parks and Recreation policies and procedures. Ability to learn and operate recreation software. Ability to supervise staff effectively. Ability to communicate effectively both orally and in writing. Ability to complete the following task with or without reasonable accommodations: bicycling, hiking, caving, zip lining, horseback riding, canoeing, kayaking, walking, climbing, running, crawling, being present in the pools, participate in group games, assist in arts and craft projects, and maintain accurate reports. Ability to make decisions and perform under stress when problems arrive.

SPECIAL LICENSING REQUIREMENTS:

First Aid and CPR Certification. Valid Kentucky driver's license required to operate company vehicle.

ADDITIONAL REQUIREMENTS:

Instructions: Very general; must use own judgment most of the time.

Processes: Frequently refines and adapts games and activities to suit the needs of participants.

Review of Work: Work is generally reviewed through oral and written reports.

Analytical Requirements: Creativity and independent thinking is required. Utilization of resources to enhance program activities is required.

Work Environment: Inside and Outside.

Availability: Must be able to work scheduled hours.

Physical Demands:

Lifting: Some required (up to 50 pounds). Requires standing walking, running, and sitting.

Use of Equipment: General office equipment. Computer. Equipment related to youth activities: balls, ropes, scooters, etc.

Vehicle Operation: Must be 18 years of age or older and have a valid driver's Kentucky license on file with HR before operating a company vehicle.