

**CITY OF FAIRWAY
JOB DESCRIPTION**

TITLE: Day Camp Staff
FSLA STATUS: Non-Exempt

DEPARTMENT: Parks and Recreation
WORK WEEK: As Required

JOB SUMMARY

Camp Staff are the hands and feet of the Day Camp experience. Staff members assist in the planning and execution of daily activities, camp projects and special camp events. Staff members assist in providing a fun, interactive and safe experience for camp participants. This position reports to the Parks and Recreation Director or his/her designee.

General

1. Be responsible to and follow directions of Parks and Recreation Director.
2. Assist the Parks and Recreation Director in all aspects of day camp operations.
3. Attend all training sessions.
4. Assist in the planning and organizing various camp activities including, but not limited to, arts and crafts, games and music. Provide the Parks and Recreation Director with a list of needed supplies in a timely manner.
5. Serve as a good example of behavior, attitude and camp safety.
6. Encourage campers to get involved. Attend to the emotional and mental well being of campers at all times.

Administrative

1. Communicate any concerns and comments regarding the camp, other camp staff, and camp participants with the Parks and Recreation Director daily.
2. Responsible for knowing names of all children in each group.
3. Maintain accurate attendance rolls and reports.
4. Keep daily record of work hours on time cards.
5. Write complete daily agenda for planned, pre-approved absences.
6. Arrive at the facility, dressed in uniform, 10 minutes prior to the start of camp.

Risk Management

1. Know the facility emergency action plan and be prepared to activate it as may be needed during an emergency.
2. Know the location of all safety and rescue equipment.
3. Assist in an emergency, as directed, by a supervisor or the Parks and Recreation Director.
4. Only employees with current CPR/First Aid & Safety Training are permitted to administer CPR or First Aid to any participant, co-worker, or spectator.
5. Only currently certified Lifeguards are permitted initiate emergency water rescue techniques in the event of a water emergency.
6. Wear protective equipment (latex gloves, etc.) whenever handling an individual who is bleeding.
7. Know where the first aid supplies are located.
8. Maintain continuous observation of all participants assigned to you during all phases of camp.
9. Intervene immediately in any situation that puts any participant at risk for accident or injury.

Equipment

1. Responsible for damage and theft control of all Fairway day camp property.
2. Notify the Supervisor of any equipment repairs, needs or losses.

Attendance and on-time policies

1. Any staff member who does not arrive at least 10 minutes prior to their scheduled shift will receive a written warning.
2. Employment will be terminated, effective immediately, when an employee does not report for scheduled work hours if pre-approval by the supervisor or Parks and Recreation Director was not obtained.

REQUIREMENTS:

Skills and Abilities

- ◆ Ability to comprehend verbally, arithmetically and in writing; ability to express ideas verbally and in writing.
- ◆ Aptitude for office procedure, cash management and mechanics.
- ◆ Ability to work independently and as part of a team.
- ◆ Ability to prioritize work and meet deadlines.
- ◆ Ability to work with the public.
- ◆ Ability to recognize and avoid safety hazards and is able to respond to emergencies effectively.
- ◆ Ability to recognize and protect confidential information.
- ◆ Ability to use basic computer software including: word process documents, enter basic data into database, and use spreadsheets to maintain numerical data.

Physical

- ◆ Must have finger and manual dexterity, strength and physical stamina adequate to perform essential functions of the position.
- ◆ Must have body flexibility including multi-limb coordination.
- ◆ Must have adequate depth perception, visual acuity, visual stamina and auditory perception adequate to perform essential functions of the position.
- ◆ Must be able to speak and write adequately to perform essential functions of the position.
- ◆ Must have adequate environmental tolerance, including ability to tolerate high temperatures and confining workspaces.

Mental

- ◆ Ability to understand department rules and regulations, City of Fairway rules and regulations and standard operating procedures and the ability to help formulate same.
- ◆ Ability to concentrate, memorize and reason logically.
- ◆ Ability to respond to emergencies effectively, to changes effectively and to directives effectively.

Qualifications

- ◆ Minimum of 14 yrs. of age
- ◆ Previous experience working with young children