

BOARDMAN TOWNSHIP PARK DISTRICT

POSITION DESCRIPTION

CLASSIFICATION TITLE: Adventure Camp Group Leader

FLSA STATUS: Non-exempt
EXEMPT TYPE: Not Applicable

EMPLOYEE STATUS: Seasonal
REPORTS TO: Camp & Recreational Director and Executive Director

OVERALL JOB OBJECTIVES:

Lead and participate in educational and recreational activities for children ages 6-12. *Group Leaders* who will be in charge of bringing the groups where they need to be and actively assisting programs lead by Adventure Camp Instructors. Develop and implement educational and recreational activities for children ages 6-12. Camp Curriculum will have Five Aspects that will be taught by *Recreation/ Education /Physical Education majors who specialize in one or more of the following:*

- *Science*
- *Sports*
- *Creative Arts*
- *Arts & Crafts*
- *Team Building*

-Each section will last 45 minutes.

Adventure Camp Mission Statement: *To offer young minds the opportunity to explore their imaginations, discover physical fitness, expand their knowledge of sports and develop a growing sense of adventure through the camp's diverse activities*

ESSENTIAL FUNCTIONS (PRIMARY DUTIES):

The following Work responsibilities are representative of the types and level of work for this Position, but do not necessarily describe any specific work assignment.

THE DUTIES LISTED BELOW ARE INTENDED ONLY AS ILLUSTRATIONS OF THE VARIOUS TYPES OF WORK THAT MAY BE PERFORMED. THE OMISSION OF SPECIFIC STATEMENTS OF DUTIES DOES NOT EXCLUDE THEM FROM THE POSITION IF THE WORK IS SIMILAR, RELATED OR A LOGICAL ASSIGNMENT TO THE POSITION.

The Position requires that all behaviors comply with the policies and rules found in the Park District Employee Handbook and all other policies of the Park District.

WORKING CONDITIONS/PHYSICAL DEMANDS:

The Physical Demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this Position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties & Responsibilities:

- *Must be present to greet the children as they arrive and issue the official colored wristbands for security
- *Must be present to release the children for pick-up to authorized parent/guardian.
- *In charge of children's medical record cards and contact information cards
- *Responsible for the behavior of the group
- *Participate in the each activity with the children
- *Need to be extremely energetic
- *Set-up & Clean-up of all their supplies for each program
- *Be able to lead group activities
- *Control large groups of children
- *Communicating Camp's objectives to the children
- *Plan on working outside

Accountabilities:

- ✓ Children's safety and enjoyable experience
- ✓ Lessons should have educational credibility in order to expand the children's learning experience
- ✓ Proper dress attire per the Recreation/Education Specialist requirements
- ✓ The preservation of Boardman Park's property while using a facility
- ✓ Representing the Board of Park Commissioners and its staff in a positive manner that encourages Community support and generates goodwill for the Park District
- ✓ Upholds both the Park Districts Mission Statement and Adventure Camp Mission Statement

Position will be subjected to adverse working conditions, exposure to noise, dust, heat, or other disagreeable elements, with one (1) continuously present or with several other elements present.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations.
- Reading.
- Communicating with others.

REQUIRED LEVEL OF KNOWLEDGE, SKILLS, AND ABILITIES:

Qualifications:

- Mature high school Juniors and Seniors, or College students preferred
- Valid Ohio Driver's license
- Excellent oral communication skills.
- Enjoy working with children
- Any appropriate combination of education, training, course work and experience in at least one of the camp criteria's (Theatre, Science, Art, Sports, Teambuilding)
- The individual must have the ability to recognize unusual or threatening conditions and be able to take appropriate action.
- The individual must demonstrate a dedication to providing quality camp activities.
- American Red Cross- First Aid & CPR certified, preferred

Time:

- o June 13 Thru August 12
- o Staff arrives 8:30am- 3:30pm Monday –Friday
- o There will also be rotational early and late child care responsibilities (be at work by 7:30 am and stay after till 4:45pm; not on the same day)

Pay: minim wage

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand and will perform to the best of my ability, the job duties and requirements specified in this Position Description; and I further understand and agree to perform all duties and tasks in an efficient and professional workmanlike manner.

This Position Description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this Position who will be required to follow other instructions and perform any duties required by the employee’s supervisor, the Executive Director of the Park District, or designate.

I understand that my employment can be terminated, with or without cause, at any time at the discretion of either the Boardman Township Park District or myself. Furthermore, I understand that no management official other than the Board of Park Commissioners has the authority to enter into any agreement or contract for employment contrary to the foregoing, or make any oral assurance or promise of continued employment.

PRINT EMPLOYEE’S NAME

SIGNATURE OF EMPLOYEE

DATE

MANAGEMENT APPROVAL

PRINT EXECUTIVE DIRECTOR’S NAME

SIGNATURE EXECUTIVE DIRECTOR

DATE