



Day Camp Aide-Seasonal

Description

GENERAL PURPOSE:

Assist with instruction of daily crafts, games, enrichment activities and field trips for children aged 5-16 years enrolled in Adventure Bound Day Camp programs at the Chilson Recreation Center.

The salary range for this position is \$14.42- \$15.50 per hour, depending on qualifications and experience.

Position will remain open until filled.

This is a Seasonal position lasting a maximum of 6 months working up to 40 hours per week.

ESSENTIAL JOB FUNCTIONS:

- Assist the Day Camp Director, Assistant Day Camp Director and/or Day Camp Leaders with instruction of daily crafts, games, enrichment activities and field trips on a daily basis.
- Actively participate in the preparation, implementation, and clean-up of fun, safe and age-appropriate activities on a daily basis.
- May be responsible for assisting with opening or closing of camp procedures on a rotating basis.
- Inspect classroom/program environment and equipment on a regular basis to ensure safety of participants and communicate repair or replacement needs to the Day Camp Director.
- Assist with keeping current and accurate attendance records throughout daily shifts in camp.
- Actively participate in regular communication with Day Camp Director, Assistant Day Camp Director and/or Day Camp Leaders regarding behavior strategies being utilized with campers.
- Offer and instruct effective conflict management and problem solving strategies to camp participants and assist with implementation of communicated disciplinary strategies.
- Attend and participate in all required staff trainings & meetings.
- Respond calmly and appropriately in stressful, chaotic and emergency situations according to established procedures.
- Adhere to and implement all Adventure Bound Day Camp, Chilson Center and City of Loveland policies and procedures, including any state or federal regulations for licensed school-aged day camps.

JOB QUALIFICATIONS:

Knowledge, Skills and Abilities:

Communicates effectively and diplomatically with participants of the programs, parents, co-workers, and the general public. Uses independent, sound judgment to react quickly and appropriately in emergency situations. Exercises appropriate conflict resolution skills with camp participants and staff. Exhibits patience when dealing with stressful situations.

Must demonstrate competent organizational and planning skills. Ability to work effectively on a team, as a co-instructor, and to lead activities independently is essential.

Core Competencies:

Accountability, Integrity, Transparency & Honoring the Public Trust, Collaboration, Innovation, Safety, Excellent Service with Courtesy and Kindness

Job Specific Competencies:

Action Oriented, Communication, Conflict Resolution, Leadership, Organizational Skills, Punctuality

Education and/or Experience:

Course work related to Recreation, Education or Human Development & Family Services preferred. Previous experience working with children preferred. Previous experience assisting with planning, teaching and supervising large group activities preferred. Must be at least 16 years of age.

Licensure and/or Certifications:

Must currently possess or be able to successfully complete provided First Aid, CPR, and Standard Precautions certifications within 30 days of hire date and prior to working with children. Clearance from state, federal, sex offender and child abuse reporting background checks is required.

Material and Equipment Directly Used:

Athletic and recreational equipment, printer, computer, telephone, photocopier

Working Conditions and Physical Requirements:

Performs the duties of this position in several different locations, in both inside and outside environments. May be exposed to dirt, sand, water and differing weather conditions. Bends, pushes, pulls, stoops, kneels, climbs, carries and lifts participants (up to 70 pounds) on a regular basis. May be exposed to noisy and stressful situations. Instructs and demonstrates various recreational activities, and is responsible for ensuring the safety of all participants in said activities by exhibiting and encouraging safe and proper use of equipment at all times.

This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

With over 300 days of sunshine, and just 30 miles from Rocky Mountain National Park in the heart of northern Colorado, Loveland is an ideal community for anyone to call home. Known as the Sweetheart City, this vibrant cultural hub is home to nearly 500 sculptures and public art installations, the world-famous Valentine Remail Program, and picturesque views of the Rocky Mountains. The community is bustling with a thriving arts, brewery, foodie and shopping scene. Enjoy headliner concert and theatre productions, professional hockey events, endless community recreation and open space opportunities, art and sculpture shows, and several local festivals. Loveland also boasts an award-winning golf course and an inclusive library and community center. Loveland, Colorado has EVERYTHING YOU LOVE!

In 2020, Loveland was the only Colorado City to win the Governor's Award for Downtown Excellence, is the top residential recycling City in the state for 4 consecutive years and has been ranked as one of the top places to live, work and raise a family in the U.S. and as one of the Most Idyllic Picturesque towns in America.

Apply today to join more than 800 employees who work to meet the core values of: Accountability & Integrity, Transparency & Honoring the Public Trust, Collaboration, Innovation, Safety, Excellent Service with Courtesy and Kindness. The City of Loveland is a diverse and welcoming community organization and our employees enjoy a competitive benefits program, various opportunities for growth and development, and an exceptional work-life balance.

A vibrant community, surrounded by natural beauty, where you belong!

Non Benefit Eligible Benefits Package Includes:

- Retirement – 457 employee funded plan
- Medical Leave – Up to 48 hours accrued. Accrue 1 hour of leave per 30 hours worked

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

The City of Loveland provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, disability, genetic information, age, or any other status protected under federal, state, and/or local law.

The City of Loveland participates in E-Verify. In accordance with E-Verify requirements, upon your date of hire the City of Loveland will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. [E-Verify Notice of Participation. Learn more about your right to work.](#) Visit [E-Verify.gov](https://www.dhs.gov/e-verify) for more information.

A comprehensive pre-employment criminal history background check, including a criminal sex offender search and fingerprint check will be obtained in order to clear for initial and ongoing employment.

Qualifications

Experience

Preferred

Previous experience assisting with planning, teaching and supervising large group activities.
Previous experience working with children.
Course work related to Recreation, Education or Human Development & Family Services.

Licenses & Certifications

Preferred

StandPrecautMedAdmin
CPR Certification
FirstAid