



Day Camp Leader - Seasonal

Description

GENERAL PURPOSE:

Lead and instruct 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 \$15.16- \$20.47 per hour, depending on qualifications and experience.

Position will remain open until filled.

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

ESSENTIAL JOB FUNCTIONS:

- Actively participate in the preparation, implementation, and clean-up of fun, safe and age-appropriate day camp activities on a daily basis.
- Assist with overall planning and coordinating of weekly activity schedules, including crafts, games, water activities, enrichment activities and field trips.
- May be responsible for either 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.
- Responsible for keeping current and accurate attendance records throughout daily shifts in camp.
- Assist with daily communication to parents regarding child's experience in day camp, behavior strategies at camp, and camper needs for successful participation.
- 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.

SUPERVISORY DUTIES:

Provides leadership and guidance to day camp aides, part-time instructors, and program volunteers.

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. Ability to operate a 12-14 passenger City van, if applicable to assigned role.

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:

College course work related to Recreation, Education or Human Development & Family Services preferred. Minimum of 3 months (or 460 hours of verifiable) experience working with children required. Previous experience planning, teaching and supervising large group activities preferred. Must be at least 18 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. Possession of a valid driver's license required if required to operate a 12-14 passenger City van. If

applicable, will be required to complete a provided Medication Administration Certification and successfully complete the City of Loveland's Safe Driving Course.

Material and Equipment Directly Used:

Athletic and recreational equipment, printer, computer, telephone, photocopier, van used in transporting children

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](#) for more information.

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

Qualifications

Education

Preferred

Some college or better in Education or related field.

Some college or better in Family and Consumer Studies or related field.

Some college or better in Human Development and Learning or related field.

Some college or better in Recreation or related field.

Experience

Required

Minimum of 3 months (or 460 hours of verifiable) experience working with children.

Preferred

Previous experience planning, teaching and supervising large group activities.

Licenses & Certifications

Preferred

StandPrecautMedAdmin

Valid Driver's License

FirstAid

CPR Certification