



Assistant Day Camp Director - Middle School (Grades 6-9) - Seasonal

Description

GENERAL PURPOSE:

Assists with management and supervision of program staff and children aged 12-16 years enrolled in Adventure Bound Middle School Camp programs. May also assist with planning weekly teen day trips and camp enrichment programs throughout the summer.

The salary range for this position is **\$16.68- \$22.52** 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:

- Assists in coordinating all aspects of summer middle school camp programs including but not limited to participant registrations & enrollment paperwork, planning weekly activity schedules, field trips & enrichment programs/special events, and daily implementation & supervision of camp operations.
- Assist with planning weekly teen day trips and camp enrichment program schedules.
- Lead all programs by example - coordinate and instruct safe and age-appropriate camp activities.
- Assist in the preparation & distribution of weekly activity schedules and parent communications.
- Assist with camp orientations and staff trainings.
- Ensure daily communication with participant families regarding camper expectations and behaviors.
- Conduct informal or formal conference sessions with parents and child(ren) to resolve behavior concerns.
- Assist in purchase of program supplies and ensure safe and appropriate use of all program and facility equipment.

- Assist in facility and room scheduling, ensuring essential set-up and take-down of all middle school camp program reservations.
- 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-age day camps.

OTHER JOB FUNCTIONS:

- Act on behalf of the Day Camp Director in their absence.
- May assist Day Camp Director or Recreation Coordinator with other duties as assigned throughout the summer and in preparation of upcoming fall programs.
- May assist with Day Camp ages 5-11 in all aspects as needed.

SUPERVISORY DUTIES:

Provides daily leadership and guidance to program leaders, part-time instructors and volunteer staff.

JOB QUALIFICATIONS:

Knowledge, Skills and Abilities:

Communicates effectively and diplomatically with participants of the programs, parents, co-workers, and the general public. Exhibit excellent organizational and planning skills. Work independently and with minimal supervision. Use independent and 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. Operate a 12-14 passenger City van with provided training.

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:

Required verifiable education/training:

1. Work with school-age children in such areas as recreation, education, scouting or 4-H;
2. Completion of at least one (1) of the following qualifications:
 - a. A four (4) year college degree with a major such as recreation, outdoor education, education with a specialty in art, elementary or early childhood education, or a subject in the human service field;
 - b. Two years of college training and six (6) months (910 hours) of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of eighteen (18), in the care and supervision of four (4) or more children;

or

- c. Three years (5,460 hours) of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience and one of the following qualifications:
 - i. Complete six (6) semester hours, or nine (9) quarter hours in course work from a regionally accredited college or university; or
 - ii. Forty (40) clock hours of training in course work applicable to school-age children and the Department-approved courses in injury prevention, and playground safety for School-Aged Child Care Centers within the first nine (9) months of employment.

Must be at least 21 years of age.

Experience leading or supervising others preferred.

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. Must complete a provided Medical Administration Certification training. Must possess a valid driver's license and pass the City of Loveland's Safe Driving Course.

Material and Equipment Directly Used:

Printer, computer, telephone, fax machine, safety equipment, athletic and recreational equipment, 12-14 passenger vans 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](https://www.dhs.gov/e-verify) for more information.

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

Qualifications

Education

Preferred

Bachelors or better in Education or related field.

Bachelors or better in Recreation or related field.

Experience

Required

2 years:

Experience working with youth 16 years of age and under.

Preferred

Experience leading or supervising others.

Licenses & Certifications

Required

*Valid DL Required

Preferred

StandPrecautMedAdmin

CPR Certification

FirstAid

