

CITY OF MOORE

Job Description

Summer Day Camp Specialist

Part-time

Job Code: 6630
Exempt: No
Department: Parks & Recreation
Reports To: Summer Day Camp Supervisor
Location: The Station at Central Park
Date Prepared: January 4, 2018
Date Revised:

GENERAL DESCRIPTION OF POSITION

The Summer Day Camp Specialist is responsible for implementing core and non-core programs and experiences for children in a small group setting at The Station at Central Park and on field trips. The incumbent will be responsible for the general safety and the development, growth, and skill achievements of the participants in an assigned group. The Summer Day Camp Specialist will provide high-quality outdoor educational and recreational experiences that will focus on learning, fun, and team building.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Organize and lead a variety of small and large group activities each week. This can include crafts, nature, music, games, opening and closing ceremonies, swimming, and sports games. These activities can be on-site or off, and will include time spent on a bus traveling to the activity.
2. Assist in supervising staff and participants on field trips, at The Station Aquatic Center, and while traveling on a bus to activities.
3. Identify and respond appropriately to camper behavior issues.
4. Ensure the site is kept clean, organized, and free of litter.
5. Communicate with parents about camper's experiences and report concerns to camp leadership.
6. Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.
7. Know and understand how to implement all safety guidelines and emergency procedures associated with the camp program, including camper safety.
8. Perform any other related duties as required or assigned based on specific camp program needs.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

PLANNING

Limited responsibility with regard to specific assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit infrequent opportunity for decision-making of minor importance and which would only affect the operating efficiency of the individual involved to a slight degree.

MENTAL DEMAND

Light mental demand. Operations requiring intermittent directed thinking to carry out a pre-determined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

ANALYTICAL ABILITY/PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

SUPERVISORY RESPONSIBILITIES

No supervision.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

ACCOUNTABILITY

FREEDOM TO ACT

Defined. Semi-repetitive prescribed processes and procedures with nearby supervision.

ANNUAL MONETARY IMPACT

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those of an outdoor/indoor work environment the employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, work in high, precarious places, and outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical activity work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to sit, use hands to finger, handle, or feel; frequently required to reach with hands and arms; and occasionally required to stand, walk. The employee must occasionally lift and/or

move more than 100 pounds. Specific vision abilities required by this job include close vision and color vision.

ADDITIONAL INFORMATION

Knowledge of:

- Basic office practices and procedures.
- Basic principles of business letter writing and basic report preparation.
- Technical and statistical report writing.
- Policies and procedures of department.
- English usage, spelling, grammar and punctuation.
- Principles and procedures of filing.
- Pertinent federal, state and local laws, codes and regulations.
- Office equipment, computers and word processing, database and spreadsheet applications.

Ability to:

- Supervise staff members and children in a small assigned group.
- Interpret and explain departmental policies and procedures.
- Type or use a keyboard at a speed necessary for successful job performance.
- Work independently and without close supervision.
- Enter a wide variety of data and information into assigned computer programs.
- Respond to citizen inquiries politely and correctly.
- Operate and use modern office equipment.
- Perform routine mathematical calculations.
- Communicate clearly and concisely, both orally and in writing; understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment.
- Maintain effective mental capacity needed for making sound decisions, effective interpersonal interaction, and communication.

Experience and Training Guidelines

Experience:

No experience required, but any experience working with children in a summer day camp or other setting is preferred.

Education:

High school diploma or GED.

License, Certification and/or Training:

First Aid, CPR/AED certification or ability to obtain within the first two weeks of employment is required.

Possession of, or ability obtain, a valid Oklahoma driver's license may be required.

WORKING CONDITIONS

Environmental Conditions:

Involves close work with the public, particularly youth, in a variety of settings including outdoors near pools, in parks, and other venues where there can be high heat, sun, and inclement weather. Also involves work in close quarters on buses during field trips with youth, and at various indoor locations.

Physical Conditions:

Essential and other important responsibilities and duties require maintaining physical condition necessary for standing and sitting for prolonged periods of time; manual dexterity; operate assigned equipment; may be required to operate assigned vehicle. Must be able to perform attached essential job functions.

Employee must lift items such as supply boxes and carry supplies from one location to another. Requires vertically transferring items weighing up to 25 pounds.

Employee must sit at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time

Employee must operate keyboard. Requires use of hands and fingers for inputting information into computer system.

Employee must view computer screen. Requires use of eyes to read computer screen.

Employee works in a City building at a workstation. Employee must tolerate a working environment with inside controlled temperature.

Employee works outside. Employee must tolerate sunlight, heat, bugs, grass and other outdoor conditions.