

CITY OF THE COLONY Status: Non-Exempt Prepared By: Recreation Coordinator	Kidz Kamp Director	PARKS & RECREATION DEPARTMENT Revised: 02/2015
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JOB SUMMARY
Provide recreational programming for children ages 6 - 12. Communicate effectively and courteously with public, camp participants, parents and staff in person, in writing and by telephone. Responsible for providing high quality service in all personal interactions with customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Organize, plan, coordinate, schedule and direct activities for a 10-week summer day camp program for children between the ages of 6 and 12. Camp is also held during school breaks including Thanksgiving, Winter and Spring Break. 2. Supervise a staff of 12 – 14 counselors. 3. Prepare schedules of work hours, time sheets incident and accident reports, and other reports or paperwork as necessary. 4. Ability to use sound judgment in handling discipline issues with participants and staff, and to make quick decisions to ensure the safety of all. 5. Must be mature, enthusiastic, imaginative, energetic, creative, have strong leadership skills and ability to work independently with minimal supervision. 6. Ability to tolerate and work in extreme weather conditions. 7. Must be able to work flexible hours. Camp is held Monday – Friday from 7am – 6pm. Occasional weekend hours are required. 8. Assist with scheduling of camp activities, and accompany participants on field trips. 9. Assist with planning and implementation of the TeenWorks program. 10. Assist with budgeting and camp planning. 11. Must be able to lift, pull, push or drag up to 60 pounds of equipment; i.e. ice chest, storage boxes.

KNOWLEDGE, SKILLS, AND ABILITIES
<ol style="list-style-type: none"> 1. Ability to use good judgment in handling emergency situations. 2. Ability to swim 25 yards without stopping, and assist lifeguards with pool supervision. 3. Knowledge of handling problematic behavioral disorders, i.e. ADD, ADHD. 4. Knowledge of various games and sports and other youth oriented activities.

EDUCATION, EXPERIENCE AND CERTIFICATION
<ol style="list-style-type: none"> 1. Preferred bachelors degree or pursuing a bachelors degree in recreation, education, or a related field or a combination of years of experience and education. Recreation internship acceptable.

- 2. Valid Texas drivers license.
- 3. CPR/1st Aid certification or ability to obtain certification during staff training.

CERTIFICATION

Employee Signature:

Date Signed:

Immediate Supervisor
and/or Department Head:

Date Signed: