



Mooresville Parks and Recreation District

Camp Leader

Job Description

JOB TITLE:	Camp Leader
LOCATION:	1101 N Indianapolis Rd., Mooresville, IN
REPORTS TO:	Camp Director and/or Recreation Coordinator
SALARY:	Up to \$12 per hour
TYPE OF POSITION:	Seasonal
STATUS:	Non-Exempt
HOURS:	<i>Up to 40 hours per week</i>

PRINCIPAL FUNCTION: Camp Leaders assist in supervising and managing various camps and programs for the Parks and Recreation Department, ensuring a safe and enjoyable experience for all participants. Maintains a professional demeanor, positive attitude, and works collaboratively with staff, volunteers, and participants. Demonstrates a genuine interest in working with children and applies knowledge of recreational activities to effectively implement and lead camp programs. Actively participates in special events, supports the planning and preparation of activities, and helps supervise participants throughout the camp or program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Duties include, but are not limited to:

- Ability to work in a team environment.
- Provide a safe, healthful, and enjoyable environment.
- Build relationships with campers through daily conversation and quality interactions.
- Supervise and maintain an adequate view of participants.
- NEVER leave the children unattended — NO EXCEPTIONS.
- Help campers develop social and conflict resolution skills and create healthy friendships.
- Provide opportunities for campers to participate successfully and enjoy all aspects of the camp experience.
- Be a trusted adult figure that is consistent, fair and follows through when redirecting behavior.
- Know, enforce, and adhere to the safety regulations and rules; maintain order at all times; be strict, but courteous.
- Always be in proper uniform while on duty.
- Know the emergency procedures; be prepared to give first aid to injured persons.
- Be familiar with the location of all emergency equipment and first-aid supplies and know how to use them without further endangering the injured person.
- Lead large or small groups in planned activities.
- Accurately complete an accident form when necessary
- Inspect and report any broken equipment.
- Attend in-service training meetings or practices and special meetings.
- Assist in cleaning as required.
- Assist camp director during “check in” and “check out” each day.
- Performs other duties as assigned by the *Camp Director and/or Recreation Coordinator*.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the Town of Mooresville. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties and responsibilities.

- Current certification in CPR and First-Aid is preferred.

- Previous experience working with children is preferred.
- Have a desire to help the public, good verbal communication skills and somewhat of an outgoing personality.
- Be friendly, mature, trustworthy, dependable, and responsible.
- Be in good physical condition.
- Having a willingness and desire to work in a courteous and pleasant manner with persons of all ages; ability to deal effectively with co-workers and the public.
- Must have a safe work record with good ethics and dependable attendance record.

SKILLS AND KNOWLEDGE:

- Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time.
- Ability to work occasional flexible hours, including overtime and emergency situations as needed.
- Ability to meet all hiring requirements, including the passage of a criminal background check.

WORK ENVIRONMENT:

Required Physical Activities: Swimming, walking, balancing, climbing, standing, stooping, lifting, pulling, pushing, reaching, talking, feeling, hearing, finger dexterity, grasping.

Physical Characteristics of Work: Work involves sitting approximately 10% of the time, standing and/or walking approximately 90% of the time. Requires the exertion of up to 25 pounds routinely, exertion of up to 50 pounds occasionally, and exertion of more than 50 pounds infrequently to lift or otherwise move people or objects.

Vision Requirements: The minimum standard for use with those whose work deals largely the ability to complete written reports, read directions and scan area for hazardous situations.

Environmental Conditions: Work is performed in a typical in an outside environment. The worker may be exposed to temperatures more than 100 degrees for more than one hour. May be subject to stressful situations if a life-threatening incident occurs.

EMPLOYEE ACKNOWLEDGMENT:

I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform. This position will be subject to the rules, policies, and operating procedures established by the Parks and Recreation Board and the Town of Mooresville, as they may be amended from time to time.

SIGNATURE

DATE

PRINTED NAME

The Town of Mooresville is an Equal Opportunity Employer.