

JOB DESCRIPTION

JOB INFORMATION

TITLE:	Triple Star Day Camp Leader
CLASSIFICATION:	Part Time Seasonal I or Seasonal II - Hourly
SALARY RANGE:	Salary adjustments are determined on an annual basis by the Board of Park Commissioners
SUPERVISOR(S):	Works under the general and detailed supervision of the Recreation Specialist and Recreation Manager in charge of the program.

JOB SUMMARY:

A Triple Star Day Camp Leader provides daily supervision and develops a schedule of activities for participants in the Triple Star Day Camp. Activities should include games, arts and crafts, music, fine art experiences, physical activities, and field trips. This position will be assigned to Schaumburg Arena. The philosophy and rules of the program must be followed at all times.

JOB DUTIES AND TASKS:

1. Attend all meetings and workshops scheduled to prepare for and monitor the Triple Star Day Camp program.
2. Complete all training session requirements to include all pre-employment paperwork.
3. Create a camp theme for the summer and develop monthly calendars to include all activities and field trips. This should be completed prior to the first day of camp.
4. Make a supply list prior to the first day of camp and move all previous camp materials from the World War Memorial Building to the arena. Pick up additional supplies at the World War Memorial Building.
5. Monitor supplies throughout the program and make a list of necessary materials. Pick up supplies on assigned day at the World War Memorial Building.
6. Contact the pool to determine a swimming schedule.
7. Contact the Bis-Man Transit to orient yourselves to their program and inform them about the Triple Star Day Camp.

8. Be on site at least 15-30 minutes before the beginning of camp each day. Do not leave the arena at the end of the day until all the campers have been picked up.
9. Provide all campers and/or their parents/guardian with an introduction letter, camp calendar and weekly notes about upcoming activities.
10. Provide all parents with a Day Camp application on the first day of camp. This will need to be completed and returned before the first field trip.
11. Complete all payroll paperwork in a timely manner.
12. Communicate on a regular basis with the Recreation Specialist or Recreation Manager in charge of the program.
13. Attend Risk Management Training Session and follow all safety policies and procedures throughout employment with the Bismarck Parks and Recreation District.
14. Complete all Incident/Accidents reports as necessary and turn them into Recreation Specialist in a timely manner.
15. At the end of the Triple Star Day Camp program, clean arena and return all supplies/materials to the World War Memorial Building.

The above statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position, duties and tasks as they may change or be adjusted, as situations require.

JOB SPECIFICATIONS

1. Must have knowledge of the fundamentals, rules and skills of a variety of activities.
2. Ability to communicate and work with the participants, parents, and co-workers, and people with disabilities.
3. Position will require extensive contact with youth and minors as well as adults.
4. Must be available 9:00 a.m. to 3:30 p.m., Monday through Friday and one evening in July for Parent's Night.
5. Must have current CPR/First Aid certification.