



# City of Mason

## Employment Opportunity

### For

### Camp Coordinator

Hiring Range:	\$1,000 per week	Classification:	Coordinator I
Reports To:	Recreation Supervisor	FLSA:	Exempt
Posted:	01/05/2024	Department:	Parks & Recreation
Working Hours:	Fixed	Status:	Seasonal

#### **General Statement of Duties and Distinguishing Features of Class**

Responsible for the overall planning, supervision, and evaluation of various camp programs under the direction of the Program Supervisor. Experience supervising and mentoring staff and camp participants, successful communication skills with camp participants, parents, and other co-workers; ability to plan, implement, and evaluate full camp curriculums for each week. It is important to note that this job will involve working outdoors on a daily basis during the summer.

**The working hours for this position are Monday to Friday, from early May to August 2, 2024, between typically 8:00 a.m. to 5:00 p.m. with ability to meet the additional need of the program.**

#### **Examples of Work (Illustrative Only)**

- Responsible for the planning, supervision, and evaluation of camp programs and camp counselors.
- This role will require you to be assigned to one of our various camp programs Little Feet (3-5yrs), Summer Fun (6-13yrs), and Leader in Training (14-16yrs).
- Assist the Program Supervisor in overseeing the daily activities, general camp operations, and all programs to ensure a quality camp during the season.
- Oversee daily schedule and make adjustments as needed in collaboration with the Program Supervisor.
- Supports counselors in providing camper behavior support.
- The role requires effective communication with parents, staff, campers, and the public.
- Monitors the safe and appropriate use of all recreational equipment. Maintains accountability and proper storage, and reports maintenance or repair requests.
- Maintains a positive and approachable composure to promote the City's values.
- Prepares and maintains administrative records and paperwork as requested.
- Attends in-service training sessions and/or staff meetings as requested.
- Upholds the policies and procedures of the City of Mason and Parks & Recreation Department.
- Displays knowledge of the department's *Infectious Material & Exposure Incident Policy* and facility Emergency Action Procedures.
- Administer and record any necessary first aid/victim care within the level of emergency training.
- Demonstrates knowledge of all emergency procedures throughout the recreational areas.
- Performs related duties and responsibilities as required.

#### **Skills, Knowledge, and Abilities: The following is preferred.**

- Must be the age of 21+ at the time of the application submission.
- Possession or some post-secondary certification and/or equivalent education desirable.
- Previous experience operating and/ or directing camp programs, or a similar environment.
- Experience supervising, coaching, or mentoring desired.
- Acquire and maintain current certification in American Red Cross *Standard First Aid and CPR*.
- Basic knowledge of recreational programs or camp principles.
- Ability to follow oral and written directions.
- Good organizational and interpersonal communication skills are necessary, along with being compassionate, adaptable, and professional.
- Ability to direct and supervise staff and volunteers.
- Experience supervising, coaching, or mentoring.

#### **Working Conditions/Physical Requirements**

- Work in a recreational environment both indoor and outdoor including leading camp programs.
- Requires walking, standing, stooping, kneeling, talking, and seeing.
- Ability to lift/carry objects up to 50 pounds.