



City of Mason

Employment Opportunity

For

Camp Coordinator

Hiring Range:	\$17.00 to \$21.63 (DOQ)	Classification:	Coordinator I
Reports To:	Recreation Supervisor	FLSA:	Non-Exempt
Posted:	02/17/2023	Department:	Parks & Recreation
Working Hours:	Flexible	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 Recreation 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. Understanding the job is Based all summer outdoors. Must be available to work Monday-Friday, May 15 – August 4, 2023, between the hours of 8:30 a.m. and 4:30 p.m.

Examples of Work (Illustrative Only)

- Responsible for the planning, supervision, and evaluation of camp programs and employees.
- Assists in the recruiting, hiring, and training of camp staff.
- Coordinates the operations of all camp programs for the department.
- Assists in the promotion, marketing, and public relations efforts of all camp programs.
- Assists in the scheduling, training, and evaluation of assigned staff.
- 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 patron-employee interaction.
- 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.

- Possession of a high school diploma or GED required post-secondary education desirable.
- Previous experience operating and directing camp programs.
- 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 organization and interpersonal communication skills.
- Ability to direct and supervise staff and volunteers.

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. This is a high public contact position.

I understand that I am applying for employment at will, and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.