



Job Title: **Camp Leader**  
Category: Seasonal  
Shift: Varies including days and evenings  
FLSA Status: Non-Exempt  
Hiring Range: \$12.00 - \$12.40/HR

Created or Revised Date: 1/10/2020

**This position is a seasonal position with availability required beginning mid-May through mid-August. Individuals in the position must have open availability during this time and will be required to attend training in May.**

**SUMMARY:**

The Camp Leader assists with facilitation and oversight of camp participants of the youth program camps. Under general direction of the Assistant Camp Director, this position is responsible for the facilitation of daily camp activities and monitoring the safety of campers. The Camp Leader is expected to respond to incidents, maintain records, encourage camper participation, and is responsible for ensuring compliance with State and District policies and procedures.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Facilitate daily camp activities and assist in providing supervision of camp participants.
- Identify and respond to camper behavior issues in an age appropriate and professional manner; applying District/State approved tactics
- Follow policies and ensure adherence to policies as they pertain to the supervision of campers.
- Leading and supporting campers as they participate in appropriate activities.
- Cleaning, maintaining, and ensuring proper use of camp facilities and equipment.
- Ensure appropriate communication to parents, supervisor, and staff regarding program information including changes/postponements and conflicts.
- Reporting necessary usage of program materials, equipment, forms, first aid kits.
- Monitor the safety of campers and staff and implements emergency procedures when necessary and reports safety concerns immediately.
- Set good examples for campers including cleanliness, punctuality, and good behaviors.
- All other duties as assigned.

**Knowledge, Skills and Abilities:**

- Ability to participate and engage campers in all activities including water activities, games, sports, and crafts.
- Knowledge of and a thorough understanding of Carbon Valley Parks and Recreation District policies and procedures.
- Ability to follow to accept supervision and guidance
- Ability to interact with young children and teens in a caring, responsible and professional manner.
- Ability to maturely respond to any emergency or incident that may arise and maintain order and security.
- Ability to make rational decisions based on established policy and procedure.
- Ability to work independently and with supervision.

**Required Qualifications:**

- Must be at least 18 years of age.
- High School Diploma or equivalent.
- A minimum of 3 months full-time or 6 months part-time of work that demonstrates ability and experience in working with school-age children.
- Certified in Professional CPR or the ability to become certified within 30 days of hire.

**PHYSICAL DEMANDS, JOB LOCATION AND EQUIPMENT UTILIZED:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Duties are performed with minimal supervision in a variety of environments including indoors and out. Most duties are performed in a youth program setting which includes work with various types of equipment during typical District operating hours. This position will work closely with customers and participants of varying abilities and must be comfortable acknowledging those different abilities and aptitudes.
- All duties within this position require physical strength and ability. The employee must lift and/or move up to 20 pounds. There may be extended periods working outdoors in extreme temperatures. Specific vision abilities required by this job include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this position, the employee is regularly required to stand; walk; sit; use hands to handle, feel, or finger; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell.

**Reasonable Accommodation:**

Carbon Valley Parks & Recreation District will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the District.

**Job Description Function and Intent:**

The job functions and duties on the job description are not all-inclusive and additional functions and requirements may be assigned as necessary. Job descriptions are not intended as and do not create employment contracts. The company maintains its at-will employer status.

**Note: Applicants must, as a condition of employment, pass the following pre-offer and post-offer/hire processes: Interview, reference checks, background checks that may include, local police check and, driving check through DMV.**