



Hood River Valley Parks + Recreation

Position: Summer Day Camp Asst Coordinator

General Statement of Duties:

Assists in ensuring day-to-day operations of Summer Kidz Camp run smoothly. May need to fill various roles in the absence of other camp staff. The camp program operates Monday – Friday, 9 am – 3 pm (Extra care 3 – 5 pm), June 24th – August 16th. This position is 35 – 40 hours per week during camp season and may require 10-20 hours per week for the two weeks leading up to the start of camp.

Essential Functions:

The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of all the duties and responsibilities of the classification.

- Assists with the planning, coordinating, and instructing daily operations of Kidz Camp
- Assists with the planning, coordinating, and supervising of Kidz camp activities
- May need to speak to parents and participants to resolve conflicts
- Assists with supervising and evaluating staff
- Maintains accountability of and is responsible for the health and safety of participants
- Prepares reports forms, policies, and procedures
- Ensure that all children follow rules and policies on site
- Performs proper emergency procedures when necessary
- Performs other duties as assigned

Requirements:

- At least 18 years of age
- Experience: Have experience working with children in some capacity.
- Maintain current First aid and CPR certifications. Hood River Parks and Recreation District will provide training if necessary.
- Must be available for Staff Training Dates (June 1st, 8th and 15th)
- Must be available 8 am- 3 pm (extra care 3 - 5 pm), Monday – Friday, June 26th - August 18th

Knowledge, Skills and Abilities

- Knowledge of a variety of leisure skills such as arts and crafts, camp games, team and individual sports
- Strong leadership and administrative skills
- Must be able to perform in a courteous, knowledgeable and tactful manner with participants, parents, staff and public
- Ability to communicate in Spanish strongly preferred.
- Comfortable leading groups and activities.
- A lot of patience
- Energetic and positive personality
- Have a collaborative mindset

Qualifications

- Must have demonstrated experience and knowledge in a camp setting
- Must have creativity, enthusiasm, and limitless energy
- Must be able to follow directions, schedules, be organized and interact well with other staff
- Must be able to maintain a professional demeanor and attitude at all times
- Must be able to remain focused during all types of weather conditions (hot, humid, sunny, wet, rainy)
- Minimum age is 18

Working conditions:

- Work may be performed in an outdoor environment.
- May be subjected to varying weather conditions like hot, humid, cold and rainy.

Reports To: Camp Coordinator and Recreation Supervisor

Supervision exercised: None – Will only supervise Summer Kidz Camp Staff in the absence of Camp Coordinator.

Job Type

Full-time, Temporary

Wage scale

\$17.00-\$19.00/hour

Question? Contact information below

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