

**CAMP / PROGRAM STAFF**  
**Job Description**

***Basic Qualifications***

- Training and experience in recreation program
- Proficiency in recreation activity to be assisting in
- Desire and ability to work with staff participants, and adults
- Ability to creatively implement daily program activities
- Ability to accept guidance and supervision
- Good character, integrity and adaptability
- Enthusiasm, sense of humor, patience and self control

***Responsible To***

- Camp/Program Director

***General Responsibilities***

- To implement camp or recreation program.

***Specific Responsibilities***

- Follow curriculum for recreation program or camp
- Review lesson plans for activity/program so all staff can implement program
- Be creative in offering a wide variety of activities within the program: go beyond the basics
- Assist in moving materials and supplies to appropriate areas in recreation programs as needed
- Assist with special events including July 4<sup>th</sup> Celebration and Summer Concert Series
- Report any and all occurrences regarding staff, participants, parents to Recreation and Parks Assistant Director or Director
- Ensure that all policies rules and regulations are enforced by staff and followed by participants
- Set and example of leadership, responsibility, maturity as well as safety when in presence of staff and participants who view recreation staff members as role models
- Any additional duties and responsibilities as assigned or reassigned as directed by the Recreation and Parks Assistant Director or Director