



Recreation Department Assistant Day Camp Supervisor

Mayor Pamela Bobst

Reports To: Day Camp Supervisor
Shift: 6:45A.M -6:15 P.M.
Flexible schedule Monday through Friday

Salary: \$11.00 per hour
FLSA Status: Exempt

Position Overview:

Under general guidance of the Day Camp Supervisor, the Assistant Day Camp Supervisor oversees school age children (ages 5-12) and volunteer staff, the day camp program curriculum and activities. The Assistant will serve as the Day Camp Supervisor in the event of his/her absence. The Assistant uses standard office equipment including, but not limited to, the City's telephone system, computers, and copy machines. The position also utilizes recreational and athletic equipment, child playground equipment, and musical instruments. The work is performed in a secure designated playground area and/or location, usually outside, and/or in a child care room setting during inclement weather. This includes furniture, toys & games geared to ages 5 to 12 years, as well as in office environment where the employee is not generally exposed to adverse weather conditions.

Duties:

- 1. Child Care** **65 %**
 - Oversee the general safety and wellbeing of children*
 - Report any injuries using appropriate forms and documentation and execute first aid when necessary *
 - Establish and maintain relationships with parents or guardians of children.
 - Interacts and plays with the children*
 - Ensure child population is accounted for during the day*
 - Monitor and report daily any acts of bullying/fighting within the day camp setting*
 - Follow the protocol for any emergency medical situation*
 - Apply appropriate amounts of sunscreen when dealing with an outside setting*
 - In the absence of the Day Camp Supervisor, the Assistant will be in charge of the camp

- 2. Day Camp Curriculum** **15 %**
 - Aid in the overall planning and implementation of summer camp program
 - Responsible for the planning and leading of daily, age appropriate activities for children
 - Monitor actual program activity (i.e. participation), as well as assessing current supplies and purchasing
the necessary supplies for projects from a pre-determined budget
 - Schedule, train and monitor the volunteer staff
 - Report any statistics or summaries of daily activities per the request of the Day Camp Director
 - Act as a chaperone during field trips
 - Help serve daily snacks to children

3. General Housekeeping

15%

- Wipe down and disinfect counters, tables, and snack areas
- Mop and sweep floors
- Put equipment away at the end of each day, as well as straighten up all locations
- Clean and organize Program Area/Classrooms

4. Miscellaneous

5%

- Maintain enrollment forms
- Maintain accessibility of the Emergency Contact Forms
- Attend all staff meetings
- Other duties as required/assigned by Day Camp Supervisor

Minimum Qualifications:

- College students or older with experience in Education, Recreation Programming, Art or related field.
- Some experience in a group child care setting or an equivalent combination of education and experience which provides the necessary skills and abilities to perform the job.
- Required Certifications: Infant/child CPR/AED and First Aid certification or training (may be acquired after hire)

Position will be posted until filled. Applications may be obtained at http://s804876413.onlinehome.us/hr_docs/employment_application.pdf or at Rocky River City Hall. Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

**Michael T. Greco, Director
Human Resources Department
City of Rocky River
21012 Hilliard Boulevard
Rocky River, OH 44116**

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