



Recreation Department **Day Camp Counselor (Instructor)**

Mayor Pamela Bobst

Reports To: Recreation Program Coordinator & Day Camp Supervisor Salary: starting at \$11.00 per hour
Shift: 7:00am to 5:45pm Flexible schedule Monday through Friday FLSA Status: Exempt

Position Overview:

Under general guidance of the Day Camp Supervisor, the Day Camp Counselor oversees the instruction of school age children (5-12), the day camp program curriculum and activities. The position 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 recreation 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

- Maintain safety of children by appropriately supervising program participants at all times*
- Report any injuries and execute first aid when necessary *
- Interacts and plays with the children*
- Implement age-appropriate techniques relative to the behavior management of children*
- Follow the protocol for any emergency medical situation, including administering First Aid to program participants/staff, if required*
- Apply appropriate amounts of sunscreen when dealing with an outside setting*

2. Common Duties & Responsibilities

- Be visibly involved w/ program participants, staff, volunteers and members in a positive, friendly manner that communicates and demonstrates the City of Rocky River's core values and standards
- Notify supervisor of any parent concerns or unsafe conditions at camp, as well as foster ongoing communication with supervisor regarding camp operations.
- 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
- Attend all staff meetings
- Secure required trainings and/or certifications necessary for the position
- Follows all department and program policies and procedures
- Other duties as assigned / required by Day Camp Leadership Team

3. Day Camp Curriculum

- Plan, develop and implement appropriate lesson plans and activities and incorporate them into the daily schedule
- Activities include, but are not limited to, sports, board games, plays/dramas, songs/musicals, art classes, crafting, talent shows, etc.
- Monitor actual program activity (i.e. participation)
- Report any necessary information at the request of the Day Camp Leadership Team

Minimum Qualifications:

Some experience, in a group childcare setting (or an equivalent combination of education and experience which provides the necessary skills and abilities to perform the job) preferred.

Required Certifications: Infant/child CPR/AED and First Aid certification or training (may be acquired after hire)

Position

Position will be posted until filled. Applications may be obtained at http://s500873721.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**

The City of Rocky River is an Equal Opportunity Employer