



## Recreation Department Elmwood Fun Camp Counselor (Instructor)

Mayor Pamela Bobst

Reports To:	Elmwood Fun Camp Supervisor	Salary:	\$10.50
Shift:	8:00 A.M. to 1:00 P.M. Monday through Thursday	FLSA Status:	Exempt
	Hours May Vary		

### Position Overview:

Under general guidance of the Elmwood Fun Camp Supervisor, the Elmwood Fun Camp Counselor oversees the instruction of preschool age children (4-6), the Elmwood Fun Camp program curriculum and activities. The Elmwood Fun Camp Counselor 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 4 to 6 years, as well as in office environment where the employee is not generally exposed to adverse weather conditions.

### Duties:

- 1. Child Care** **65 %**
  - Maintain safety of children by appropriately supervising program participants at all times\*
  - Report any injuries and execute first aid when necessary \*
  - Establish and maintain relationships with parents or guardians of children.
  - 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. Elmwood Fun Camp Curriculum** **15 %**
  - 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 statistics or summaries of daily activities per the request of the Elmwood Fun Camp Supervisor
- 3. Common Duties & Responsibilities** **20%**
  - 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.
- Follows all established policies and procedures, including, but not limited to, safety practices and personnel policies.
- 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
- Maintain enrollment forms
- Maintain accessibility of the Emergency Contact Forms
- Attend all staff meetings
- Secure required trainings and/or certifications necessary for the position
- Other duties as required/assigned by Elmwood Fun Camp Supervisor

*\*Denotes essential function of the job*

**Minimum Qualifications:**

- Applicants must be 15 years or older.
- This position requires 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](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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