



Town of Colchester Job Description

Day Camp Specialist

GENERAL STATEMENT OF DUTIES

Responsible for organizing, preparing and leading a variety of activities throughout the daily camp schedule including theme related events & special events. Prepare lesson plans that integrate themes.

WORK SCHEDULE/ RATE OF PAY

Up to but not to exceed 40 hrs per week.
Starting Pay: \$9.00/hr

SUPERVISOR

Works under the direct supervision of the Camp Director/Asst Director and general supervision of Recreation Supervisor and Recreation Manager.

The following is an illustrative and non-exhaustive list of duties:

ESSENTIAL DUTIES

- Prepare activities and participate in program planning, special events, field trips and staff meetings and evaluations.
- Guide campers in participating successfully in all aspects of the program.
- Interpret and carry out program policies and practices in accordance with the Parks and Recreation Department.
- Maintain positive interaction and communication between junior counselors, C.I.T.'s, Directors and parents.
- Assist administrators in ordering of materials and supplies, within budget. Maintain supplies and equipment in good condition. Report damages. Pre and post season inventory of supplies.
- Maintain a safe, orderly program area, report any damage. Inspect facilities daily.
- Responsible for final inspection and cleaning of storage areas.
- Prep and execute daily lesson plans including clean up.
- Be responsive for health, safety, and well being of participants. Maintains daily logs & records for health & first aid. Provide minor first aid to campers: Fill out accident reports.
- Specialists are expected to be creative and innovative, the Theme Leaders of camp.
- Comply with Town of Colchester Personnel Policies.
- Other duties as assigned

Arts and Crafts Specialist

- Run a daily Arts and Crafts station
- Create age/grade appropriate arts and crafts activities each day to follow themes

Sports & Games Specialist

- Run age/grade appropriate sports activities each day
- Create Non-competitive "new games"
- Organize sporting games and tournaments
- Assist in special events planning (Olympics, Color Wars, Scavenger)

Archery Specialist

- Current certification for Archery required and must be maintained.
- Create age/grade appropriate activities
- Reinforce and maintaining all safety regulations (Grades 3-6)
- Assist in Special Event planning (Olympic week)

KNOWLEDGE, ABILITY & SKILLS

Knowledge of teaching methods for organized games and free play activities and specific areas of expertise. Ability to work well with children. Ability to establish and maintain effective working relationships with other employees and the public. Ability to anticipate and recognize dangerous and potentially dangerous situations at recreation facilities. Ability to recognize emergencies and to take necessary preventative action.

EXPERIENCE AND TRAINING

Experience working with children preferred. American Red Cross or American Heart Association CPR and First Aid certification required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. Sufficient stamina and strength to be exposed to the discomforts of working outdoors in the summer. Must be able to work around trees and foliage and be able to withstand dust.
2. Ability to push/pull/lift objects weighing less than 50 pounds. Must be mobile and able to sit for long periods of time on the ground. Able to perform gross body coordination.
3. Able to see objects far away as in driving and closely as in reading a report. Able to hear normal sounds with some background noise and to communicate through human speech. Able to concentrate on fine details with some interruption; needs to attend to task/function for more than 60 minutes at a time.
4. Able to understand and relate to specific ideas, generally several at a time, and to understand and relate to theories behind several related concepts. Able to remember multiple tasks/assignments given to self and others over extended periods of time.
5. Must be able to perform the essential functions of the job with or without reasonable accommodation.
6. A physical and medical exam may be required.

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies

This job description is not all-inclusive and is subject to change by the First Selectman's Office at any time.