

Position: Recreation Camp Coordinator

FLSA status: Non-Exempt

Dates: All camps will be 8:30 AM – 3:30 PM

Winter Camp will begin on December 27 and will end on December 31.

Spring Break Camp will begin on March 14 and end on March 21.

Summer Camp will begin on June 6 and will end August 5.

Age: 18+

Wage: \$15.00 per hour

Application Deadline: Applications accepted until Wednesday, December 1, 2021

Job Summary: Directly supervised by the Program Coordinator, the Camp Coordinator position assumes responsibility for the entire winter, spring, and summer camp operation including the supervision/mentoring of assigned staff and the program planning and development. We are seeking a candidate for all seasonal camp sessions but candidates wishing to apply for summer session only are encouraged to apply.

Major Duties and Responsibilities: The Camp Coordinator is responsible to do the job duties of a camp counselor as well as organizing/creating activities and camp schedules, assist in creating staff schedules, prep for field trips, and monitoring camp staff. This position will also be closely involved in neutralizing child behavior situations and ensuring the safety of each participant. In addition, he/she is to aid Mahomet Recreation in fulfilling our mission to improve the quality of life for all participants by meeting the needs of the community through the provisions of safe, excellent, recreational, and leisure-time activities.

Knowledge, Skills, and Abilities: Position requires a person with experience in working with younger children and leading activities. Must be at least 18 years of age. Applicant must have summer camp experience or similar related experience. Person must have an energetic personality that reflects a love of children, can understand, meet their wide variety of needs, and is creative and spontaneous. Person should have the ability to adapt under pressure and problem solve in a constantly changing environment. AED, CPR and First Aid certifications are required (may be obtained upon being hired).

Physical Demands: Incumbent must be able to move easily across a variety of indoor and outdoor terrain; participate in typical outdoor children's games, sports, and activities; watch and listen to the activities of a group of children; lift up to 50 pounds; and spend up to eight hours per day outside in a variety of weather conditions.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

Disclaimer:

The position description does not constitute an employment agreement between the Village and employee and is subject to change as the needs of the Village and the requirements of the job change. Examples of duties listed in the position description are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similarly related or a logical assignment to the position. Each employee's position description is maintained as part of his/her personnel file. Additional copies of position descriptions may be requested through the department head.

Applications are available at the Mahomet Park and Recreation Office, 218 South Lake of the Woods Road, Mahomet and online at www.mahometrecreation.com. If you have any further questions, please contact Mahomet Recreation at 217/586-6025 or email mahometrec@mahomet-il.gov.

Employee

Date

Supervisor

Date

Human Resources Director

Date