

JOB DESCRIPTION



Department	Youth
Location	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
Job Title	Summer Camp Leader
Classification	Hourly/Non-exempt
Pay Range	\$14.00/hr. – \$18.00/hr. PT1418

Job Summary

The Summer Camp Leader is a seasonal position in the Youth Department and reports to the Youth Services Coordinator. The primary purpose of the Summer Camp Leader is to provide a safe environment for children participating in the program. The primary responsibility is to provide a safe, positive and enjoyable environment for participants while interacting in a pleasant and professional manner.

Job Duties

- Supervision of Summer Camp Counselors and day-to-day operations of the Summer Camp program activities in all program facilities.
- Competently resolve Summer Camp issues or concerns relating to programs or operations.
- Show positive hospitality in the Summer Camp program while providing thorough coverage and supervision; be accessible and visible.
- Know and enforce all RecPlex, Village and Department rules, regulations, policies, standard operating procedures and guidelines.
- Alertly and actively supervise the Summer Camp Counselors and children; giving them your undivided attention.
- Assist Summer Camp Counselors, children, and parents with questions or concerns.
- Enforce personnel standards, guidelines and qualifications to ensure quality in the Summer Camp Program.
- Responsible for assisting in training and evaluation of staff.
- Assist with the implementation of age appropriate summer day camp lesson plans.
- Assist with organization & supervision of snacks, lunches, and weekly field trips.
- May operate multi-passenger vehicle to transport children as needed.
- Effective & proper use, clean, and store equipment for arts & crafts and/or outdoor programs.
- Inventory and secure program equipment for Summer Camp Program. Provide access to equipment each day at the beginning, during, and end of program. Responsible for ensuring that all equipment is put away in storage areas at the end of each day and at the conclusion of the session.
- Supervise and promote activities designed to enhance the healthy emotional, social, intellectual, and physical development of each child enrolled in the summer camp program.
- Participate in parent conversations to relay each child's daily activities, behaviors, and overall experience.
- Assist with the appearance, decor, and learning environment of the summer camp and its programming areas.
- Immediately intervene in any emergency situation or potentially hazardous situation.
- Keep accurate and detailed records of attendance and accident/incident reports.
- Must help with special events and special activities at the RecPlex.
- Participate in and may assist with scheduled in-service trainings and staff meetings.
- Maintain positive working relationship with supervisors, co-workers, parents and participants; promote teamwork and support overall goals of the Youth Department.
- Consistently strive to follow through or exceed the expectations of RecPlex members and prospective customers.
- Adhere to all department policies and procedures.
- Performs other duties and special assignments as directed within the scope of the Youth Department

Physical Requirements

- Must be able to listen and communicate effectively as well and understand operating procedures and written directives.
- High degree of public interaction and communication with exposure to periods of high activity and possible stressful situations.
- Work is performed in an indoor and outdoor environment with exposure to warm temperatures and heavy humidity, slippery surfaces, water and pool chemicals. The work requires long periods of attentiveness, swimming, jumping, standing, sitting, pulling, pushing, reaching, carrying, cleaning, visual monitoring, verbal and written communication, hearing, moving about areas, moderate lifting (15-50 lbs).
- Uniform will be worn at all times while on duty.
- Flexible schedule; hours will primarily be Monday through Friday as set by the Youth Management Staff.

Requirements - educational, certifications and experience

- Must be at least 18 years of age.
- Must have at least three (3) years of experience working with school age children.
- Two (2) years of experience working in a camp setting preferred.
- Must have a valid driver's license.
- Must have or obtain CPR/AED and First Aid within three (3) months of hire.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.

Rev. 1/2023