



# TOWN OF MONROE

## PARKS & RECREATION DEPARTMENT

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### JOB DESCRIPTION

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**Job Title:**

Tweens Adventure Summer Fun Days Camp Coordinator

**Reports To:**

Parks & Recreation Director and Recreation Program Supervisor

**Department:**

Parks & Recreation

**Union Affiliation:**

N/A

**FLSA Classification:**

Non Exempt (Seasonal)

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### **DESCRIPTION**

**I. Job Summary**

Manage and interact with children enrolled in the Tweens Adventure Summer Fun Days Camp Program.

**II. Essential Duties and Responsibilities**

- Follow a weekly group schedule and manage participants within that schedule.
- Manage all sign in/sign out for program.
- Assist and inform parents about matters regarding their child and the program.
- Maintain positive relationships with parents.
- Submit time sheets, trip receipts and first aid reports in a timely manner.
- Supervise lunch time with campers.
- Assist activity specialists during program rotation time.
- Participate with campers and other staff in whole group and small group camp activities.
- Abide by all camp rules and codes of conduct.

- Work with counselors and activity specialists to plan age appropriate activities for non-planned time (games, read aloud, etc.)
- Attend all staff meetings and assist in cleanup at the end of the day, after lunch, and the last day of camp.
- Ensure all participants are supervised and safe during the camp program.
- Perform other duties as assigned by the Parks & Recreation Director, Recreation Program Supervisor Director or Camp Director.
- Administer basic first aid needs.

### III. **Minimum Qualifications**

- A. Education: High School Diploma or GED required. College work in Education/Recreation preferred.
- B. Experience: Minimum of 18 years of age, preferably 21 years of age or older. Minimum of two years' experience working with middle school aged children and/or in a camp setting.
- C. Skills and Abilities: Dedication to putting the well-being of children first. A good role model of high integrity committed to the Tweens Adventure Summer Fun Days Camp Program. Ability to work as a team member, be flexible, and learn from feedback. Availability to work the summer season with minimal time off and be on site daily and attend all field trips.

### IV. **Physical Requirements**

Ability to interact and participate with children during activities. Including to stand, walk on uneven terrain, sit, swim, climb or balance, stoop, kneel, crouch, or crawl. May be required occasionally to lift up to 25 pounds.

### V. **Work Environment**

Outdoor summer camp setting, bus rides and off-site locations such as amusement parks, ropes courses, aquatic settings, bounce house and alpine slides, etc.