



**Summer Camp Program Aide
Seasonal | Part-Time
Job Description**

MISSION STATEMENT:

As the heart of the community, the Eaton Area Park and Recreation District strives to inspire and encourage healthy lifestyles by serving the physical, social, and mental needs of all ages.

SCOPE OF POSITION:

Assists the Summer Camp Program Director in performing specialized instruction and program supervision for the Eaton Area Park & Recreation District's State-Licensed day camp. This includes coordination of participants, organization of activities, and implementation of daily programming. Activities when interacting with children may include arts and crafts, field trips, swimming, gym play, sports and outdoor games. Program Aide's are required to be up to date on certifications and ensure that policies and procedures are followed to maintain state licensing.

Work hours will vary with each depending on morning and afternoon shifts, approximately 30 - 35 hours per week, not to exceed 40 hours per week. The incumbent in this position must be available for trainings starting as early as mid-May in the evenings. This temporary employment will not exceed six months in length (or 1,040 hours, whichever comes first). This is strictly temporary employment which may be terminated at any time and does not lead to regular full-time employment.

Supervision Received

Individuals work under the direction of the General Programming & Outreach Coordinator and the Summer Camp Program Director who manages Eaton's Explorers to carry out assigned duties, functions, and projects in both routine and complex circumstances.

Description

The base/starting wage for this position is \$16.00 per hour, which increases based on years of service/experience.

Salary Range: \$16.00 - \$18.00 Hourly

Work Schedule: Monday – Friday ranging from 7:00am to 6:00pm, approximately 8hrs per day; schedule is subject to change

Eaton Area Park & Recreation District
(970)454-1070
1675 3rd St, Eaton, CO 80615



GENERAL EXPECTATIONS:

Summer Camp Program Aide must always be professional and courteous when interacting with EAPRD staff, supervisors, specialists, patrons, and participants. The Summer Camp Program Aide must remember they are representing the program and the Eaton Area Park & Recreation District.

- Foster a positive, inclusive, and friendly environment for all participants.
- Demonstrate excellent communication and interpersonal skills.
- Always ensure the safety and well-being of participants.
- Be punctual, professional, and prepared for all scheduled activities.
- Maintain a strong knowledge base of camp/recreational activities and related safety protocols.
- Expected to implement and participate in age-appropriate activities for the program
- Maintain accurate records of participants, roll call sheet, incident reports, and/or unsafe conditions
- Frequently check GroupMe, email, and Humanity for information, schedules, and updates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The individual in the Summer Camp Program Aide is assigned specific assignments, job duties, scope, authority, responsibility, roles and requirements as determined by the EAPRD, department, and pursuant to laws, regulation and practices. Incumbents in this position must be able to successfully perform, be responsible for, and/or assist in the fulfillment of many job functions and duties, with or without reasonable accommodation.

The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all inclusive:

- Assist in implementing age-appropriate activities.
- Provide a safe and fun environment in which both participants, as well as parents, feel comfortable.
- Actively participate in activities attached to the program.
- Develop positive relations with customers; provide information concerning facility and program(s) to participants and parents.
- Work is performed in accordance with established procedures and well-defined standard practices requiring some authority to select which methods are applicable in any given situation. Virtually all work is reviewed regularly while in progress and upon completion for accuracy and quality. Matters not specifically covered in operating instructions are reviewed with the supervisor. Unfamiliar situations are referred to the supervisor.
- Assists with monitoring the day-to-day operations of recreation center or specific program area.
- Provides assistance for recreation activities such as day camps, sports, games, classes, and outdoor activities.
- Assists with maintaining the cleanliness of the Eaton Area Community Center or specific program area.
- Immediately reports all incidents, injuries and /or unsafe conditions to supervisor.
- Maintains order amongst participants and spectators and attempts to resolve disputes that arise; arrange support for issues, as needed. Provide corrective action as needed.
- Assists with the set up and take down of equipment for activities.

Eaton Area Park & Recreation District
(970)454-1070
1675 3rd St, Eaton, CO 80615



- Performs other related duties as assigned.
- Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above. Assists Recreation Coordinator with other tasks and projects as directed.
- Takes initiative in everyday operations. Is proactive when challenges arise.
- Attend staff meetings, mandatory trainings, and other events required by program.
- Provide a fun, safe and supportive environment for campers to challenge themselves.
- Be available for the entire length of the program and demonstrate a positive work ethic.
- Work directly with youth in games, crafts, swimming, activities and other inventive activities.
- Performs related work as required and assigned. Assists other departments, as necessary.

Education, Experience and Formal Training:

- Must be at least sixteen (16) years of age.
- Must successfully pass all required employment screens that may include but not be limited to:
 - Drug Screening
 - Background Checks
 - CBI | FBI | Facility Child Abuse & Neglect (Trials) Request Form
- Previous experience working with participants with or without disabilities preferred.
- Previous experience working with a diverse population in a volunteer or past employment capacity preferred.
- Experience in an organized camp or related program preferred.
- Any equivalent combination of training and experience provides evidence that the applicant possesses the required knowledge, skills and abilities to perform the essential functions of the job.

Licenses or Certifications:

- Must have a current Colorado Driver's License or the ability to obtain one upon hire, that meets the EAPRD standards.
- Must have current certifications in the following, or ability to obtain prior to working with school aged children, including but not limited to:
 - CPR/AED/First Aid
 - Standard Precautions
 - Mandatory Child Abuse Reporter
 - Disaster prep/FEMA



UNIFORMS & PROFESSIONALISM:

Summer Camp Program Aide must adhere to the dress code provided, including wearing EACC-provided gear (e.g., EACC shirt, jacket, etc.) when appropriate for the activity. This helps promote a professional appearance and ensures visibility as a representative of the organization.

- The uniform/attire any other provided gear should be kept clean, in good condition, and suitable for the specific outdoor activities (e.g., weather-appropriate attire, sturdy footwear, etc.).
- Summer Camp Program Aide should always maintain a professional demeanor, including respect, friendliness, and excellent customer service.
- A positive and friendly attitude is essential for creating an enjoyable experience for participants. Professionalism should be demonstrated through clear communication, a helpful attitude, and attention to participants' needs.

REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of the current principles, practices, teaching methods, and techniques specific to planning and teaching the program of instruction in areas of expertise.
- Knowledge of applicable federal, state, and local laws, regulations, ordinances, and policies, specifically state licensing requirements.
- Ability to effectively present camp curriculum.
- Ability to adapt activities appropriate for a wide variety of participant skill levels.
- Demonstrate time management skills by beginning and completing assigned shifts and/or utilizing program time effectively.
- Ability to work under stressful situations and conditions; ability to stay calm; must have excellent conflict resolution and problem-solving skills.
- Ability to maintain certifications.
- Ability to plan and organize safe and effective class curriculum and activities. Ability to effectively present class curriculum, demonstrate proper techniques, and respond to questions specific to the program of instruction.
- Ability to provide outstanding customer service in a fast paced, chaotic environment to a diverse guest population.
- Ability to establish and maintain effective working relationships with supervisors, peers, and EAPRD / EACC staff. Including the ability to follow directions and demonstrate professional behavior.
- Ability to communicate, follow and enforce all rules, regulations, and policies. Ability to recognize safety hazards and sanitation issues to notify supervisors.
- Ability to complete and maintain well organized daily records, logs, and incident reports.
- Ability to read, write, and speak English fluently; bilingual skills desired but not required.
- Ability to operate all assigned equipment properly and safely; ability to set up, maintain, and tear down activity related equipment.
- Ability to complete and maintain well-organized daily records, logs, and incident reports.
- Demonstrates skill in the use of standard office equipment, computers, and various application programs including recreation related specialty software applications.
- This position is subject to the Drug and Alcohol-Free Workplace Program. This includes pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.



WORK ENVIROMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The physical demands described here are representative of those an employee would typically encounter while performing the essential duties and responsibilities of this position.

The physical activities of this position include, but are not limited to, the following: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions. The physical requirements of this position are considered **Medium Work**, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The work environment for this position involves leading groups in a variety of outdoor and indoor settings, both within and around the EACC. Summer Camp Program Aide will facilitate activities in diverse locations such as the EACC's indoor and outdoor facilities, nearby parks and playgrounds. The position requires physical stamina, flexibility, and the ability to adapt to varying environments to ensure the safety and enjoyment of participants.



SIGNATURE PAGE

I have reviewed the Summer Camp Program Aide job description, and I understand my job duties and responsibilities. I am able to perform the essential functions as outlined with and without reasonable accommodations. I understand that my job may change on a temporary or regular basis according to the needs of the District, listed as other duties as assigned.

If I have any questions about job duties not specified in this description, I should discuss them with my immediate supervisor or a member of the management staff.

NAME (Printed): _____ **DATE:** _____

SIGNATURE: _____