



JOB ANNOUNCEMENT

SPECIALTY CAMP COORDINATOR (Seasonal / Part-Time)

DEPARTMENT:	Parks and Recreation	POSTING DATE:	February 7, 2012
JOB CODE:	0001-315 (A)	HOURLY RATE:	\$10.00
WORK STATUS:	Seasonal / Part-Time available by May 14, 2012	APPLY BY:	Open Until Filled

**APPLY IN PERSON AT:
CITY OF GAINESVILLE
CIVIC CENTER
830 GREEN STREET, GAINESVILLE 30501**

For additional information about this position or the application process, call 770-531-2680.

GENERAL FUNCTION:

Under the direction of the Recreation Program Coordinator, a Specialty Camp Coordinator is responsible for the daily activities of specialty camps to include: lesson plans for arts and crafts, physical education, outdoor education, driving to field trips, as well as communication with sites that are visited by the camp. Specialty Camp Coordinator will be responsible for assisting the Program Coordinator with the daily operations of the specialty camp. When the Camps Director is not present, the Camp Coordinator will assume the responsibilities of the Camp Director.

QUALIFICATIONS:

Preferred teacher, para-professional, recreation major, or early childhood major or other related fields. Requires at least two years experience or background in adolescence, early childhood, or physical education training or programming. Must be at least 20 years of age. MUST possess the following: Current CPR and First Aid certifications; Valid and appropriate state driver's license; Good Motor Vehicle Driving Record; Negative drug screen; no criminal background. Must complete defensive driving class before beginning of camp. Must be able to follow complex driving directions, written and verbal.

KNOW HOW:

Under the direction of the Recreation Program Coordinator, the Specialty Camp Coordinator must be able to plan camp activities and conduct the various activities in accordance to the policies and procedures established by the Gainesville Parks and Recreation Agency.

This person must be able to lead the specialty camp program if the Program Coordinator is not present. Knowledge of the policies and procedures as well as the activities planned is a necessity. This person must have experience with counselor and camper supervision, coordinating activities, and first aid as related to a day camp setting.

The Specialty Camp Coordinator must be able to follow maps and complex driving directions. Must be able to follow written and verbal instructions. This person must be able to follow instructions and use established routes for all trips. This person must be able to instruct all passengers regarding responsible conduct while riding the van.

KNOW HOW: (Continued)

The Specialty Camp Coordinator will represent this agency by maintaining a positive relationship with the participants and the surrounding community. This person must have the ability to relate to children and adults from all social economic segments of the community. They must have the ability to observe camper and staff behavior, assess its

appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques. This person must also possess strength and endurance to maintain constant supervision of campers. This person must be capable of supervising a group of 6-10 campers alone while on field trips.

This person must possess proper character during the camp program in order to ensure respect from the campers, parents, and co-workers. There will be no place in the program for questionable actions such as profane and vulgar language, yelling, or a pessimistic attitude toward the campers and co-workers. Conversely, must maintain a proper professional relationship with campers, parents, and all staff and refuse to fraternize. Must project a neat personal appearance.

PRINCIPLE RESPONSIBILITIES:

Campers:

- Supervise all assigned aspects of the camper's day including morning activities, group clean-up, meal time, rest hour, and evening activities.
- Supervise campers before and after camp hours.
- Supervise campers while at camp site, field trips, and pool site.
- Assist with positive conflict resolution. Recognize and respond to opportunities for problem solving in the group.
- During field trips, supervise groups of 6-10 campers at all times.
- Carry out established roles for supervising camper health.
- Carry out established roles in enforcing camp safety regulations.
- Set a good example for campers and staff; including cleanliness, punctuality, sharing clean-up and chores, sportsmanship and table manners.
- Take care of any food related issues as they arise. Informing parents daily if lunch will be needed for the next day. Calling parents and having child's meal delivered at appropriate time or in extreme cases, going to get a meal for the child.

Activities:

- Develop group activity plans as assigned.
- Keep the Program Coordinator informed of any changes in the schedule and activities.
- Keep the staff informed of any changes in the schedule, policies and procedures, and activities.
- Coordinate exciting and unique special camp activities.
- Assist Program Coordinator in the planning and implementation of their activities.
- Maintain supplies and equipment inventory.
- Keep the Program Coordinator informed of any needed items in a timely manner.
- Understand all activities that will take place during the camp. This includes field trip times, activities to be done on field trips, field trip payments, etc.
- Prepare and keep a Master Notebook of activities and lesson plans at camp so that a Counselor could fill in the absence of the Camp Coordinator.
- Participate in group activities.
- Implement the planned activities of the program.
- Ensure supplies are available for all planned activities. Shop for supplies when necessary.
- Contact with each trip destination to confirm the number of people in attendance and to make any necessary changes prior to arrival.
- Handle all financial transactions with trip destinations. Responsible for submitting receipts and change to Recreation Program Coordinator.
- Guide counselors and campers in participating successfully in all aspects of camp activities.

Staff:

- Insure that the following week's activities are planned and understood by the staff who are to carry them out.
- Serve as a programming resource for all staff, helping them to secure supplies and information needed to carry out the activities you have planned.

Facility:

- Be at the camp site on time and prepared.
- Open or close the facilities as schedule dictates.
- Report any potential dangers to Program Coordinator such as facilities issues, equipment, and activities.

Administrative:

- Set an enthusiastic tone for the counselors and campers.
- Prepare for, attend, and actively participate in all staff orientations, parent orientations, training sessions, and staff meetings.
- Complete proper daily Activity Reports and return them to Recreation Program Coordinator weekly.
- Assist the Program Coordinator with ensuring that counselors and campers adhere to the rules and regulations set by Gainesville Parks and Recreation.
- Maintain the policies and procedures set by GPRA and the City of Gainesville.
- Conduct end of season clean up and inventory all supplies.
- Perform any scheduled duties or other duties as assigned.
- Submit all required reports on time.
- Complete all specialty camp related forms that are required and submit them to the Program Coordinator. Accident reports and disciplinary actions must be given to the Program Coordinator immediately. If on a field trip at time of accident or disciplinary action, contact Program Coordinator and make them aware of accidents and disciplinary actions and turn in the necessary forms upon return to camp site.
- Follow camp rules pertaining to smoking, use of alcoholic beverages, and use of drugs.

These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

❖ THIS IS A PART TIME POSITION AND NOT ELIGIBLE FOR BENEFITS ❖

Due to Georgia State Law, all applications are subject to public disclosure.

Only candidates to be interviewed will be contacted.

As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.



The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.
