



JOB OPPORTUNITY

JOB TITLE: SUMMER DAY CAMP YOUTH COORDINATOR

DEPARTMENT: KIDS CONNECTION

FLSA Status: NON-EXEMPT SEASONAL (MAY - AUGUST)

JOB SUMMARY:

Summer Day Camp Youth Coordinators will be responsible for planning, scheduling, implementing, interacting and supervising age appropriate activities for one of three large groups of youth ages 5-7, 8-10 or 11 and older.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City retains the right to modify or change the duties or essential functions of the job at any time.

This position is:

1. Responsible for planning, scheduling and supervising youth programs and youth in large groups.
2. Responsible for the physical safety and cleanliness of the facility.
3. Responsible for effective positive communication with parents, guardians, and co-workers on matters regarding the youth in your assigned age group..
4. Responsible for all daily attendance within your assigned age group.
5. Responsible for all youth assigned to your group with the assistance of a co-leader and/or volunteers.
6. Ensure that all youth attending Kids Connection feel safe and welcomed while in attendance.
7. Other duties as assigned.

REPORTING RELATIONSHIPS:

This Position Reports to: The Kids Connection Director and Assistant Director

This Position Supervises: School-Aged Youth and Volunteers

EXPERIENCE AND TRAINING:

Minimum Education: N/A.

Job Requirements: Requires a valid Colorado Driver's License. Must be at least 18 yrs of age and demonstrate an ability to work with children. Program leaders MUST have at least three (3) months of verifiable experience with school-age children.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of special event planning, youth activity programming, and group management preferred.
2. Working knowledge of the procedures, equipment and material related to youth programming and facility management a plus.
3. Knowledge of State of Colorado Child Care licensing rules and regulations a plus.
4. Must have the ability to give and follow oral and written directions.
5. Stress management skills are a plus.
6. Must have the ability to work in a team environment.
7. Must have the ability to establish and maintain effective working relationships with co-workers, the public, participants and their families.
8. Must be able to pass a pre-employment drug screen and background check.
9. Must have the ability to stand and walk for long periods of time and must have possession of full range of body movements, including but not limited to: bending, stooping, climbing, reaching, pushing, and pulling.
10. Must have the ability to tolerate fluctuating noise levels from moderately quiet to loud.
11. Frequently encounters the noise of children and toys.
12. Must have the ability to lift and carry 25 pounds.
13. Must have the ability to work outdoors up to several hours at a time.
14. Must be able to speak in an understandable tone and voice.
15. Have a positive attitude towards your responsibilities and the youth which you are caring for.
16. Bilingual is a plus.

EQUIPMENT USED: Reference ADA Profile

ENVIRONMENTAL CONDITIONS: Reference ADA Profile

PHYSICAL REQUIREMENTS: Reference ADA Profile

OTHER REQUIREMENTS: Reference ADA Profile