

CITY OF GRANGER
Summer Youth Camps Supervisor Position Description
(Temporary)

Hours: 10 to 15 hours per week during camp
Season: June - August
Wage: based on experience
Age: 18 years of age and older

Purpose of Position:

Plans, directs and organizes summer youth recreation program.

Reports to:

Parks and Recreation Director

Duties/Responsibilities:

- Responsible for property and equipment in and around the site assigned.
- Responsible for keeping accurate records (attendance, time sheet, etc.)
- To be neat in dress and clean in appearance to promote a positive public image.
- Provide constructive and fair leadership to those assigned to your site.
- Supervises and responsible for safety and well-being of all at the site.
- Keeps records of program activities.
- Trains and supervises volunteer and paid assistants.
- Works with Director to purchase equipment and supplies.
- Conducts staff meetings.
- Checks to see that equipment, buildings and sites are cleaned up and in proper order.
- Prepares staff time cards and files with appropriate personnel each Friday.
- Maintains current participants emergency information.

Required Knowledge, Skills and Abilities:

- Knowledge of the rules, terminology, etc. of the camp assigned.
- Ability to establish and maintain effective working relationships with employees and public.
- Ability to exercise good judgment and common sense in any given situation.
- Knowledge and ability to follow the directives of Parks and Recreation Director.
- Certified in CPR and 1st Aid or ability to get certified.
- Must pass all aspects of a background check.
- Ability to walk, stand, climb, stoop, talk, hear, grasp and lift (50 lbs.) in any given situation.
- Ability to work indoors/outdoors in conditions where temperatures may reach 100 degrees or more for more than an hour.
- Ability to supervise children & adults and be responsible for their welfare.

How to Apply:

Submit your resume or application by email: grangerparksrec@gmail.com or drop off at City Hall
1906 Main Street, Granger.

Signature: _____
Effective Date: May 2016

Date: _____
Revised: March 6, 2019