Village of Palmetto Bay

Position Description

POSITION POSTING DATE:	**FRIDAY, FEBRUARY 6, 2015**
POSITION CLOSING DATE:	****EXTENDED TO FRIDAY, MARCH 13, 2015****

No applications will be accepted after 5:00 p.m. (local time) on the closing date.

POSITION TITLE:	Program Coordinator – Summer Camp Program
FUNCTIONAL AREA:	Parks & Recreation Department
SALARY RATE:	$13.00 per hour; this position is offered with no benefits
CLASSIFICATION:	Seasonal; June 8, 2015 to July 31, 2015
APPROVED/ UPDATED:	January 2012/ February 2014

***IMPORTANT: A <u>mandatory</u> 4-hour paid training session is scheduled for Saturday, May 30, 2015 from 9am to 1pm. Attendance to this training is required as a condition of employment.**

<u>General Purpose</u>

The Program Coordinator is responsible for the supervision of counselors and campers participating in the Village of Palmetto Bay Summer Camp program as well as the planning of all camp activities.

<u>Supervision Received and Exercised</u>

The Program Coordinator works under the general supervision of the Summer Camp Site Coordinator. The position will supervise Camp Counselors, Counselors-in-Training (CIT's) and program participants.

<u>Essential Duties and Responsibilities</u>

- Responsible for the supervision of all camp counselors, counselors-in-training and program participants at all times to ensure their safety.
- Assists in the planning and development of a variety of recreational, educational and physical activities, inclusive of weekly field trips, athletic activities, games, arts & crafts activities, weekly camp themes and other related activities as determined by the Site Supervisor.
- Provides input regarding the planning, scheduling, organizing and directing of recreational programs and activities.
- Participates in meetings between parents and the Site Supervisor as required.
- Assists the Site Supervisor to collect and maintain records of all activity fees and charges.
- Develops and maintains activity and attendance reports for all camp counselors and program participants.
- Completes and maintains related forms and records as required, including but not limited to incident reports, permission forms, etc…
- Maintains inventory of supplies and informs the Site Supervisor when additional supplies are needed.
- Responsible for the set up and clean-up of recreation rooms before and after all scheduled activities; may perform custodial tasks as needed.
- Prepares and arranges exhibits.
- Assists patrons in completing necessary forms and disseminates information concerning Summer Camp programs as necessary.

- Inspects assigned areas and reports conditions that require repairs.
- Performs other related duties as assigned.

Minimum Qualifications

- An Associate's Degree in recreation, leisure services, education, physical education, or related field from an accredited institution required; a Bachelor's Degree is preferred.
- Two years of prior experience in a summer camp or other youth program.
- Must be fluent in the English language; Spanish is a plus.
- Must pass a national criminal background screening in accordance with Ordinance No. 08-10 and a drug test.
- Must complete CPR/First Aid certification course prior to the start of the camp.
- Must hold a valid motor vehicle operator's license.

Other Required Competencies

- Considerable knowledge of the principles, rules and guidelines of activities in various fields of recreation, including safety.
- Ability to supervise recreational activities and the work of other employees.
- Must enjoy working with children and be able to work in multiple settings such as school cafeterias and playgrounds. .
- Must possess excellent customer service skills, and be able to establish good customer relations.
- Ability to understand and follow oral and written instructions.
- Must be able to work independently and complete daily activities and tasks according to work schedule

Physical Requirements & Working Conditions

- Must be able to work indoors as well as outdoors in all climate conditions with full exposure to the elements.
- May be exposed to chemicals, solvents, dust, grease/oil, fumes, vibration and noise.
- Requires physical strength and agility to perform assigned tasks, which include, but are not limited to, bending, twisting, walking, climbing, reaching, jumping, pushing, lifting and carrying
- Specific vision abilities include distance vision, peripheral vision, and depth perception.
- Must be able to hear clearly even in a noisy environment.
- Requires the ability to swim in salt and/or chlorinated water
- Ability to work a varying work schedule and participate in camp field trips as assigned.

The minimum requirements may be waived by the Village Manager based on experience and other qualifications. The Village of Palmetto Bay reserves the right to update and/or change this job description at any time. The Village of Palmetto Bay is an Equal Employment Opportunity Employer and Drug-free Workplace.

Once a conditional offer has been made, selected applicants are required to complete all requisites established by the Village for employment, which may include verification of employment, a national criminal background check, a review of the applicant's driving record, and a drug/alcohol test.