



KIDZONE CAMP LEAD JOB DESCRIPTION

Job Title: KidZone Camp Lead
Department: KidZone
Reports To: Cassidy Boyd
Prepared By: Cassidy Boyd
Prepared Date: 02/08/2022
Approved Date: 02/08/2022
Pay Rate: \$15.25-\$15.50/Hour
Classification: Non-Exempt
Job Category: Regular Part-Time

SUMMARY

- Assists the KidZone Camp Coordinator in the day-to-day operations of camp in accordance with the policies and procedures of the MPHQA.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following; Additional duties may be assigned based on utilization and performance

- Supervise KidZone Camp operations in the absence of the KidZone Camp Coordinator
- Facilitate a variety of physical, creative, and educational activities.
- Model expectable behavior for participants by actively participating in all activities.
- Ensures areas used for activities are kept clean and orderly throughout the day.
- Enforce all KidZone facility policies, rules, and regulations. Inspect the facility and report any unsafe conditions or equipment to the supervisor or maintenance staff.
- Prepares and reviews administrative records and reports as needed for KidZone including attendance reports, minor incident reports, and incident/accident reports.
- Provide input for programming curriculum as requested.
- Assist in supervising the Junior Leaders in the Junior Leadership Program (13-15 year-old children).
- Arrive for shifts in a timely and professional manner; work the opening or closing shift of camp.
- Communicate with parents and family members regarding camper behavior.
- Recognize and respond quickly and effectively in emergencies.
- Complete additional duties as assigned by supervisor.

KNOWLEDGE AND SKILLS

- An understanding of facility rules, policies and procedures (training provided).
- Focus on the safety and well-being of all children involved in KidZone programs.
- Decision-making skills needed to deal with medical emergencies and facility evacuations.

- The candidate must possess a variety of skills to include leadership development, communication, program management, and KidZone operations.
- Must be able to delegate appropriate responsibilities involved with the day-to-day operations of the KidZone staff.
- An understanding of child and adolescent development, as well as age-appropriate behavior and activities.
- Requires strong communication skills, positive attitude, initiative, flexibility, dependability, patience, and creativity.
- Ability to work and problem solve as a team player.
- Ability to perform multiple tasks concurrently.
- Mental and physical ability to deal with high stress situations and work well under pressure.

OTHER QUALIFICATIONS

- At least 18 years of age
- Direct service experience with families and children
- Supervisory, program and administrative skills preferred

CERTIFICATES, LICENSES AND REGISTRATIONS

- Must have the following current certifications: First aid, CPR/AED.

LANGUAGE SKILLS

Ability to resolve conflicts using written and verbal English skills. Ability to respond effectively and respectfully to sensitive inquiries and complaints from residents. Ability to exercise independent judgment and discretion with attention to detail. Ability to fairly evaluate circumstances on a case-by-case basis.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position. While performing the duties of this job, the employee is regularly required to speak and hear while teaching or supervising kids programs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to stand and/ or sit for prolonged periods of time. Ability to lift, pull, push or carry 50lbs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this position. The functions of this position are performed in an indoor facility and the employee will be exposed to chlorine, pool chemicals, and lighting. While performing the duties of this job, the employee may be exposed to chemically treated water. The noise level in the work environment is usually moderate.