

## **Bethel Parks and Recreation Summer Positions (SEASONAL) Brief Job Descriptions**

*The descriptions below are to give applicants a general idea of the job. Duties and hours are subject to change. Pay rates are based on the job position and experience and are not listed. Minimum wage is \$11.10 for 2019. During the interview, job duties are explained further.*

### **Half-day or Morning Positions:**

**Program Supervisors: Creative Arts & Games; Sports, Activities & Playground; STREAM and Aquatics:** we prefer applicants to be 21 or older with some supervisory experience. The supervisors of each program are responsible for the daily planning of activities for children ages 4 to 12 years of age, assigning duties to the program aides and enforcing safety rules. Typical hours for a program supervisor are from 8:45 AM to 12:45 PM, M-F, for 6 weeks.

**Program Assistants: Creative Arts & Games; Sports, Activities & Playground; Dramatics & Dance and STREAM.** We prefer applicants to be 18 or older with some experience working with large groups of children. The assistants of each program assist the program supervisor with daily planning of activities, enforcing camp rules, and supervising program aides. Typical hours for a program supervisor are from 8:45 AM to 12:45 PM, M-F, for 6 weeks.

**Program Aides: Creative Arts & Games; Sports, Activities & Playground, Dramatics & Dance; STREAM and Aquatics:** the aides of each program help in carrying out the daily activities that the program supervisor plans. For example, and creative arts and games aide may help prepare the materials needed for the project, assist the campers in creating the project and cleaning up after the project is finished. Additional duties may be added to the aides' schedules. Typical hours for a 14 or 15 year old are 9:00 AM to 12:30 PM; additional hours may be available for 16 year olds and older. The morning program runs M-F for 6 weeks.

Swim aides are required to be in the water when the campers are (including the deep water) and be able to perform the swim skills and strokes of a Level 5 swimmer.

**AM Camp Assistant Director:** we prefer applicants to be 21 years old with some supervisory experience as well as experience working with large groups of children. The AM Camp Assistant Director assists the day camp director with the daily operation of the program including collecting payments, completing paperwork, maintaining the facilities, supervising program staff and campers, enforcing camp rules and planning activities. This person is also responsible for the daily opening of camp and being the contact person for the AM program. 6-weeks, M-F, typical shift is 6:45 AM to 12:45 PM.

## **DAY CAMP POSITIONS**

**Day Camp Lifeguard** – current certification for CPR, First Aid and Lifeguard Training. 18 and older preferred. The Day Camp Lifeguard is responsible for the safety of our campers including conducting buddy checks. Lifeguards also have additional duties dealing with the maintenance of the pool and pool deck. Typically day camp lifeguards also serve as pool lifeguards. A schedule is developed with rotating days and hours. Day Camp Lifeguards are needed for 6 weeks, M-F.

### **Day Camp Counselors (must be 16+ years old)**

AM Day Camp aides are assigned to a morning program area and perform the duties of a program aide. Depending on the age and experience of the aide, additional hours to help with supervision of the all day campers, may be added.

PM Day Camp aides are assigned a specific age group of campers that the aide provides activities for following the plan of the Day Camp Director. The activities may include a craft, game, sport activity, or working in the garden. Daily pool time is included for each camp group, usually twice in the afternoon. PM Day Camp Aides are required to be in the water when their group is in the pool.

Typical shifts are 6:45 AM to 12:45 PM, 7:15 AM to 1:15 PM, 8 AM to 1 PM, or 12-6 PM, other shifts may be available as well, M-F, for 6 weeks.

**Water Safety Instructors (valid certification)** are responsible for the swim instruction of our morning and all day program campers. We usually follow the American Red Cross Learn to Swim program. A 4-session rotation of mixed ages and abilities is how our swim program is set up. The Water Safety Instructors are responsible for planning the day's lesson for each group and providing the aides with directions on how they will help carry out the day's lesson. The WSI is responsible for testing all campers at the beginning and end of camp and for all course record keeping. The WSI hours are typically 8:45 AM to 12:15 PM, M-F, for 6-weeks.

**Aquatics Director (valid certifications, 21 years or older)** is a supervisory role. The AD oversees the swim program and the pool facility. Enforcement of safety rules and supervision of aquatic staff (WSI, Day Camp Lifeguards, and swim aides) are some of the AD's duties. The Parks and Recreation Director, a former WSI /AD oversees the Aquatics Director. The Aquatics Director is part of the day camp program and may or may not, depending on certifications and experience, supervise the pool lifeguards although the day camp aquatics staff may also be pool lifeguards. The AD hours vary depending on certifications, however required hours are 8:45 AM -12:15 PM, M-F for 6 weeks. Certifications needed include: WSI or Pool Lifeguard, ARC Lifeguard Management, CPR and First Aid.

**LPN, RN or EMT (valid certifications, 21+ years old)** – needed for our day camp, M-F, hours vary but are typically 8:30 to 5:30. Carries out first aid care for campers and employees. Follows the camp health plan. Current CPR needed as well.

**Day Camp Director (21+ years old)** – supervisory role. Oversees all AM programs including staff and campers. Enforces camp behavior policy and carries out the consequences for campers, collects payments, completes necessary paperwork, plans activities for all day campers, hands out trip information, leads the camp in the daily flagpole ceremony, completes behavior log books, contacts parents, etc. Also, oversees all PM programs including staff and campers, meets with PM aides daily to review plans for the afternoon, helps with lunch and snack time, Shift is 9 AM to 5:30 PM with a half hour unpaid lunch, M-F, 6 weeks.

**PM Assistant Camp Director**-we prefer applicants to be 21 years or older with some supervisory experience and experience working with large groups of children. Assists the Day Camp Director in planning activities for the afternoon hours, supervising the campers and staff, enforcing camp rules, completing paperwork and accepting payments. This person is responsible for closing the camp each evening and making sure all equipment and supplies are put away and all facility doors are locked. This person works with the pool lifeguards and park attendant to make sure the park is cleared before the park is locked. 6-weeks, M-F, typical shift is 12:10 PM to 6:10 PM.

## **PARK and POOL POSITIONS**

**Park Attendants (Friday afternoons and weekend hours, 21+ years old)** – sells daily and season pool passes, oversees pavilion rentals, enforces park rules, assist lifeguards with patron issues if needed, maintains the park grounds. Memorial Day to Labor Day, Friday afternoons, Saturdays and Sundays; position may be filled by 3 or more people who work a specific day each week.

**Pool Lifeguards (valid certifications and availability for the entire season)**– the pool is open to the public 7 days a week from late June until Labor Day, and weekends only in June (depending on the opening day of the pool). Typical hours for a pool lifeguard are: M-F 1 to 6 PM, Sat & Sun 11 AM to 7 PM. Weather can affect the hours the pool is open. Pool lifeguards have many duties depending on the day. Enforcing the rules of the pool requires lifeguards to be assertive. Duties will be discussed at the interview. May combine with Day Camp Lifeguard or swim aide for more hours.