



GREENFIELD PARKS AND RECREATION

280 North Apple Street

Greenfield, Indiana 46140

Park's Phone: 317-477-4340 Senior's Phone: 317-477-4343

FAX: 317-477-4341

Website: www.greenfieldin.org

JOB DESCRIPTION: Summer Kid Kamp Group Leader-Counselor

DEPARTMENT: PARKS & RECREATION DEPARTMENT

HOURS OF WORK: M-Fr (4-5 days per week) 7 AM -4 PM or 7:30 AM-4:30 PM or 8 AM – 5 PM or 8:30 AM -6 PM (hours, days, times may vary)

Staff Meeting (usually) first Saturday in April - 9 AM – 12 PM (may be longer)

SALARY: \$9.00 per hour

WORK INVOLVED

Serves as staff member for the City of Greenfield Parks and Recreation Department. Responsible for the supervision of an assigned group between the ages of 6-12. Work with entire groups for 1-3 hours each morning. Work may include games, cards, books, etc. Supervise and participate with kids on playground time. Lead and participate in outside games. Games may include tag, capture the flag, kickball, etc. Oversee quiet reading time with all kids. Work on art-craft related items like coloring sheets, beads, glue, paper, etc. Accompany and supervise (participate with) children at the Riley Park Swimming pool up to 3 days per week. Organize and deliver pre-determined snack/drink to all kids every day. Join and supervise (participate with) children on one field trip per week. Create and organize special camp events and programs. Work with camp and library Staff Members on the tech mobile one day per week. Supervise (watch with) campers during movie time 3-5 days per week. Organize and participate in outside activities at the end of each day. Work with Program/ Park Management on activity scheduling on a weekly basis. Attend 1-4 Staff Meetings starting after 6 PM during the program season. Responsible for the safety of each participant in assigned group. Performs park/facility maintenance and policing debris. Maintains rosters, attendance forms, dismissal forms, incident report forms and accident report forms as required by the Department. Directly responsible to the Kid Kamp Director(s). Punctuality and regular attendance are essential functions of this position. Employee is evaluated on a formal basis a minimum of two times and has performance observation evaluations on a daily basis. All employees are required to be familiar with all meeting agenda topics and all issued manuals. This is a temporary position, which carries no formal employee benefits. Required to complete all other duties as assigned/directed.

JOB REQUIREMENTS

Must be at least 14 years of age to apply. Prefer individuals with previous camp, recreation program, and/or professional supervising /management experience. Prefer a professional/educational background in recreation, parks, education, and other related fields. Prefer at least one (1) year experience in working with groups of children, planning, organizing, and conducting simple recreation activities and games. Knowledge of the care and use of recreation equipment is preferred. Knowledge of basic first aid and ability to observe necessary precautions to secure the safety of recreation participants and be able to render first aid in the case of minor injury is required, with CPR certification required. All other duties as assigned by "Kid Kamp" Director(s) and/or Parks Department Recreation Director are required. Employee is required to work all hours scheduled shifts to completion for the entire program season/session unless otherwise authorized by the Kid Kamp Directors and/or the Parks Recreation Director. No vacations are permitted during program season/session unless otherwise authorized by the Parks Recreation Director. All Employees must sign and agree to all pre employment policies, procedures, stipulations.

PHYSICAL DEMANDS

While performing the duties of this job, the Employee is frequently required to walk, sit, talk, or hear. The Employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The Employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The Employee must occasionally lift and or move objects up to 50 lbs. Specific vision abilities required by this position include close vision, color vision, and the ability to adjust focus. While performing the duties of this job, the Employee occasionally works in outside weather conditions and may be exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

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Employment Agreement

EMPLOYMENT STIPULATION(S)

Any hired applicant may be terminated or suspended at any time. All hired applicants agree to conform to the Greenfield Parks and Recreation rules and regulations. Employment and compensation can be terminated, with or without cause, and with our without notice, at any time, at either the Employee's or the Greenfield Parks Department option. Terms and conditions of employment may be changed with or without cause, and with or without notice, at any time by the Greenfield Parks Department.

IMPORTANT-You will be evaluated to some degree at all times. This is at the request of the Parks Program Director. It is our responsibility to put the participants first. Be professional and know that there is a positive reason for everything that we do.

By signing this document, you are agreeing that you have received a copy of your position's job description

The Greenfield Parks and Recreation Department wishes to thank you for your past and/or future services as a Program Instructor/Employee (if hired).

You may accept this letter/agreement portion, which is not a "contract" of employment, as reasonable assurance that you will be re-employed for the next program season/session/post-break time (if initially hired). Although this serves as a potential reasonable assurance, there is no guarantee of employment at any time with the Greenfield Parks and Recreation Department. Any hired applicant may be terminated or suspended at any time. All hired applicants agree to conform to the Greenfield Parks and Recreation rules and regulations. Employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either the Employee's or the Greenfield Parks Department option. Terms and conditions of employment may be changed, with or without cause, and with or without notice, at any time by the Greenfield Parks Department.

Employee Name (Print Name)

Employee Signature (Sign Name)

Date_____