Essential Job Functions:
This position will report directly to the Park and Recreation Director for daily assignments.
1) Assist in planning, organizing, developing and supervising activities in a camp setting for children in grades K-6.
2) Responsible for groups up to 10 in number.
3) Varied schedule including weekdays and weekend; mornings, afternoons and evenings during public hours of operation
4) Must be dependable and report to work on-time and as required.
5) Establish good communication with children’s parents and staff members.
6) Set a positive example and role model for children by maintaining a consistent and constructive approach, while providing a learning and recreational experience.
7) Comply with all rules, regulations, and policies of the City of West Branch.
8) Other duties as assigned by the immediate supervisor.

Minimum Qualifications
• Must possess a High School Diploma or G.E.D. equivalent.
• Must have considerable experience planning and implementing children’s recreation activities.
• Must have an interest in leading activities in all camp areas.
• Must have the ability to take and give direction.
• Must have care for detail.
• Must be quick thinking, resourceful and enthusiastic in nature.
• Must pass a criminal background check.

Knowledge of:
• Basic safety practices and procedures.
• Proper lifting techniques.

Ability to:
• Communicate effectively with children, public and co-workers.
• Understand community leisure, social and education conditions to determine recreation needs for children and adults.
• Understand and follow oral and written work orders; ability to work independently after instructions have been given.
• Ability to work with school age children.

Physical and Environmental Conditions:
• Perform strenuous physical labor in sometimes adverse weather conditions.
• Lift objects up to 50 pounds repetitively
• Ability to perform a variety of physical labor that would include lifting, bending, kneeling, standing and walking for long periods.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised/Reviewed 2/3/2020
Department Director __Melissa Russell__