Kids Kamp Counselor – City of Urbandale Parks and Rec (9.00 – 11.25 per hour) – Does NOT automatically fulfill for-credit requirements. Would require additional project.

Summary Description
Assist the supervisor of the summer youth recreation program in leading the various activities and events of the program. *35-40 hours/week from June-August.*

Routine Job Duties/Responsibilities
- Conducts activities, games, crafts, field trips, etc. for children 6-11 years old.
- Report at the program site at least 15 minutes before program begins.
- Encourages children to participate in group activities.
- Dress properly. (Staff shirt must be worn. No cut off jeans. No swim suits unless at the pool.)
- Make requests and give direction to children in a courteous manner
- Know and enforce the rules of the program.
- Refer detailed inquiries and questions to the Supervisor.
- Clean up after each daily program.
- No smoking.
- Assist with keeping daily attendance.
- Attend staff meetings as required.
- Performs related work as required.

Typical Qualifications
Must be able to communicate with children, program participants, parents, the public, program assistants and supervisory staff. Desire to work with and help children. Have some knowledge of leisure services, be self-motivated, punctual and responsible. References may be requested.

Supplemental Information
Post offer drug screen required. Note: Persons with disabilities must submit requests for ADA accommodations to the Human Resources Department, in writing, prior to the application deadline.

Youth In Parks Supervisor (11.00-12.50 per hour) – Qualifies for credit, if desired.

Summary Description
The City of Urbandale"Youth in the Parks" program is part of a metro-wide effort to offer a positive, fun program for kids entering grades 6-8 during the summer. Participants are involved in structured work projects within the city park system and other community service projects planned by the supervisor. The program is designed to include a half-day of community service and a half-day of recreation activities and field trips for the participants. *Program runs from 8 am - 4 pm Monday-Friday from June-August.*

Routine Job Duties/Responsibilities
- Assist in coordinating, planning and direction of 8 weeks of activities for the participants.
Work closely with the Urbandale Parks dept and community agencies in setting up community service projects.
- Participate in the week training session held the week before the program begins.
- Work with and show direction to program assistants.
- Set up field trips and recreational activities for participants to be involved in each afternoon.
- Coordinate activities with the other metro-communities involved in the "Youth in the Parks" program.
- Maintains necessary supplies, including purchasing and inventory.
- Works within a set budget to purchase equipment and supplies.
- Checks to see that equipment, buildings and sites are cleaned up and in proper order.
- Maintain attendance of program participants and current participants' emergency information
- Supervises activity sites.
- Acts as a liaison between recreation staff and the Parks and Recreation Department.
- Submits reports on attendance, accidents, vandalism, and hours worked on regular time scheduled.
- Attends training sessions and other meetings as required.
- Performs related work as required.

**Typical Qualifications**

Requires a high school diploma and some post-secondary education. Experience in the recreation field or related field and experience working with children is preferred. Must be at least 21 years of age and have a current, valid driver's license and ability to drive a 15-passenger van.

The City reserves the right to staff a limited number of positions within the 'Making a Connection' (MAC Camp) program, as needed.

**Supplemental Information**

Post offer drug screen required. Note: Persons with disabilities must submit requests for ADA accommodations to the Human Resources Department, in writing, prior to the application deadline

**Kids Kamp Supervisor (11.00-12.50 per hour) – Qualifies for credit, if desired.**

**Summary Description**

Supervisor plans, directs and organizes a summer youth recreation program in Urbandale. 35-40 hours/week from June - August.

**Routine Job Duties/Responsibilities**

- Conducts activities, games, crafts, field trips, etc. for children 6-11 years old.
- Trains and supervises volunteer and paid assistants.
- Encourages children to participate in group activities.
- Keeps records of program activities.
- Prepares news releases and promotion on recreation activities.
- Maintains necessary supplies, including purchasing and inventory.
· Works within a set budget to purchase equipment and supplies.
· Conducts staff meetings.
· Checks to see that equipment, buildings and sites are cleaned up and in proper order.
· Prepares staff time cards and files with appropriate personnel each Friday.
· Maintains attendance on program participants.
· Maintains current participant's emergency information.
· Supervises activity site.
· Acts as a liaison between Recreation staff and the Parks and Recreation Department.
· Submits reports on attendance, accidents, vandalism, and hours worked on regular time scheduled.
· Attends training sessions and other meetings as required.
· Performs related work as required.

**Typical Qualifications**

HS Diploma or GED and at least one year of post-secondary education. Prior experience with children or in recreation or related field is preferred. Must be at least 18 years of age and have a current, valid driver’s license.

Must be able to communicate with children, program participants, parents, the public, program assistants and the supervisory staff, have a desire to work with and help children, and be able to direct and motivate staff.

**Supplemental Information**

Post offer drug screen required. Note: Persons with disabilities must submit requests for ADA accommodations to the Human Resources Department, in writing, prior to the application deadline.