



Position Descriptions

2017 Environmental Ed. Day Camp Program Staff

Summer Day Camp Program staff is employed for weekly sessions from May 30 to August 18, 2017 with primary focus of responsibility on one of the following roles:

- Activity Leaders
- Morning or Afternoon Aides

General Job Description Responsibilities

- Contribute to the overall operations of the organization
- Working together to provide a safe, fun, and rewarding experience for children, youth, and families
- Interact with guests in an accommodating, understanding, flexible, open, friendly and helpful way
- Attend staff meetings as scheduled
- Perform other tasks as assigned

Day Camp Activity Leaders Job Description

- Provide age appropriate instruction for daily Arts & Crafts and Nature projects or other activities based on the theme for the week. This includes set-up and clean-up before and after the activity block as well as general organization of the area.
- *General shift:* 9:00 am – 4:00 pm

Morning or Afternoon Aides Job Description

- Provide supervision of campers before (7:30 am – 9:00 am) or after (4:00 pm – 5:30 pm) day camp session.
- Assist with age appropriate instruction for daily Arts & Crafts and Nature projects or other activities based on the theme for the week. This includes set-up and clean-up before and after the activity block as well as general organization of the area.
- *General shift:* 7:30 am – 12:30 pm (Morning) or 12:30 pm – 5:30 pm (Afternoon)

General Requirements

- 18 years of age or older, preferably with educational experience
- Willing and able to work in cooperation with others in our community to accomplish the common goal of providing a safe, friendly, positive atmosphere for persons from a wide range of ages, interests and backgrounds in which all may develop a more keen appreciation for nature and each other
- Open and welcoming to people of all lifestyles and faiths
- Show genuine concern and a sensitive rapport with people
- Accept suggestions and praise

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Essential Functions:

- Be able to appropriately assist campers in the case of an emergency.
- Visual and auditory capabilities to fulfill the job
- Have strength and endurance to maintain constant supervision of campers.

Schedule:

- Starting May 30th, 2017
- Ending August 18th, 2017
- 7:30 am – 12:30 pm (Morning Aide) or 12:30 pm – 5:30 pm (Afternoon Aide) or 9:00 am – 4:00 pm (Activity Leaders)
- Monday – Friday in weekly commitments

Under the direction of:

- Programs Manager

Compensation:

Off-site staff compensation includes:

Estimated Value:

\$8-10 / hour based on experience <ul style="list-style-type: none"> • Checks (less taxes) are distributed every 2 weeks. • Assuming a 20 hr work week for Aides • Assuming a 40 hr work week for Activity Leaders • However, hours may vary depending on scheduled activities. 	\$360
Lodging <ul style="list-style-type: none"> • N/A 	\$0
Meals <ul style="list-style-type: none"> • 1 meal or 1 snack / day, during work shift <ul style="list-style-type: none"> ○ Breakfast for Morning Aides ○ Lunch for Activity Leaders ○ Afternoon Snack for Afternoon Aides 	\$25
Total	\$385

All staff compensation includes:

- The love and admiration of hundreds of campers!
- No other standard employment benefits apply.