



CITY OF HIAWATHA, IOWA

Hiawatha Kids Adventure Camp Director

DATE: Adopted 08/07, Revised 01/16

CLASSIFICATION:

Non-Exempt

SALARY GROUP/GRADE:

N/A

DEPARTMENT:

Parks and Recreation

JOB DESCRIPTION:

Summary/Objective

The Hiawatha Kids Adventure Camp Director performs duties in establishing and carrying out a summer children's program for the Parks and Recreation Director. Plans and implements said programs and activities in all phases of the program. Monitors and records all functions of the program. Oversees Assistant Director(s), and Leaders.

DISTINGUISHING CHARACTERISTICS:

This position will be a part-time seasonal position. The Hiawatha Kids Adventure Camp Director works under the general supervision and reports to the Parks and Recreation Director.

ESSENTIAL FUNCTIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to establish and maintain effective relationships within the program, including the Parks and Recreation Director, Leaders and the parents of the children in the program.
2. Ability to make presentations to the children and parents before the program begins.
3. Ability to develop, coordinate, and direct varied children's activities involved in a community recreation program.
4. Advise the Park and Recreation Director of any concerns with the program when appropriate. Attend meetings as required.
5. Develop a schedule that insures all activities are planned and any supplies are ordered in advance of the program, with the Park and Recreation Director's consent.

QUALIFICATIONS (POSITION REQUIREMENTS AT ENTRY):

- Knowledge of various children's programs and associated age appropriate activities.
- Ability to develop an activity plan, organizes the plan, and carries out the plan within a budget established by the Parks & Recreation Commission.
- Provide supervision for assistants and children in the program per established guidelines.
- Must be able to clearly communicate with all ages, both verbally and in written form.
- Ability to coordinate activities with the Parks and Recreation Director's consent. Ability to schedule these activities to fit the timelines and ages of the program.
- Creative skills with the ability to coordinate various sports and art activities.
- Must be able to make decisions as needed.
- Knowledge of safety precautions associated with recreational activities.

SKILLS AND ABILITIES (POSITION REQUIREMENTS AT ENTRY):

- Follow both written and oral instructions
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE (POSITION REQUIREMENTS AT ENTRY):

High School graduate preferred. Previous experience with leading children's activities required.

LICENSING REQUIREMENTS (POSITION REQUIREMENTS AT ENTRY):

Valid Iowa Driver's License.

ESSENTIAL PHYSICAL ABILITIES:

Job assignments are both indoors and outdoors. Outdoor activities can include exposure to heat, humidity, wind, rain, and other outside elements. Assignment may also include the delivery of equipment that can include moving, lifting, or shifting of equipment on various levels, i.e., lifting up to 30 pounds.

SUPERVISORY RESPONSIBILITY:

This position has leadership responsibilities in the Adventure Camp summer program.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a part-time seasonal position. Days and hours of work are performed on Monday through Friday between the hours of 9:00 a.m. to 4:00 p.m.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES:

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____