



CITY OF HIAWATHA, IOWA

Hiawatha Kids Adventure Camp Leader

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 Leader assists in establishing and carrying out a summer children's program for the Parks and Recreation Director.

DISTINGUISHING CHARACTERISTICS:

This position will be a part-time seasonal position. The Hiawatha Kids Adventure Camp Leader works under the general supervision and reports to the Hiawatha Kids Adventure Camp 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, Hiawatha Kids Adventure Camp Director, Leaders and the parents of the children in the program.
2. Assist in coordinating, and directing varied children's activities involved in a community recreation program.
3. Advise the Hiawatha Kids Adventure Camp Director of any concerns with the program when appropriate. Attend meetings as required.

QUALIFICATIONS (POSITION REQUIREMENTS AT ENTRY):

- Assist with supervision of children in the program per established guidelines.
- Assist with coordinating activities with the Hiawatha Kids Adventure Camp Director's consent.
- Knowledge of safety precautions associated with recreational activities.

SKILLS AND ABILITIES (POSITION REQUIREMENTS AT ENTRY):

- Must be able to clearly communicate with all ages, both verbally and in written form.
- Creative skills for the program along with the ability to coordinate various activities.

TRAINING AND EXPERIENCE (POSITION REQUIREMENTS AT ENTRY):

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 no supervisory responsibilities.

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_____