City of Commerce

DAY CAMP PROGRAM SPECIALIST

Department:	**Parks & Recreation**	Class Code:	**5680**
Revised Date:	**August 2009**	FLSA Status:	**Non-Exempt**

GENERAL PURPOSE: Under general supervision, to organize, direct and conduct recreational activities at assigned facilities; to supervise staff and program participants; plans and coordinates recreation programs and events, and assures programs are delivered in a safe manner.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, organize, supervise and participate in scheduled sessions of youth Day Camp.
- Schedules and coordinates a variety of Day Camp recreation programs, activities, contests, sporting events, games, and special events; assures activities are in compliance with all laws, policies, regulations, goals and safety standards.
- Supervises, trains and schedules staff; plans, prioritizes and assigns tasks; monitors program events, and recreation activities, and assures that staff adheres to policies and procedures for efficient and safe operations.
- Coordinates and oversees children's recreation programs, and events, special recreation sites, games & activities, classes, athletic contests; organizes and promotes alternative activities, and special programs suited to the needs of participants.
- Plan and conduct field trips and group outings.
- Enforces rules and safety standards; leads program activities, and assists children in recreation activities and special programs; reports and resolves complaints, requests, safety conditions, and security issues.
- Provides information and assistance to visitors and guests; resolves problems and customer service inquiries within scope of authority; recognizes, avoids, and reports unsafe acts, conditions, accidents and injuries.
- Operates a variety of transportation vehicles in accordance with all traffic laws, regulations and procedures; assists in maintaining general appearance of facilities by cleaning areas in and around the facility, arranging equipment and other general maintenance duties.
- Develop participant interest and enthusiasm.

JOB DESCRIPTION
Day Camp Program Specialist

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or GED equivalent; AND two year's experience in youth group recreational program activities.

Required Licenses or Certifications:

- Must possess a valid California Commercial Driver's License, and First Aid and CPR certifications. Required to pass a background investigation.

Required Knowledge of:

- City policies and procedures.
- Rules and regulations governing the conduct and safety of persons using municipal recreational facilities.
- Safe driving techniques in all road conditions.
- First Aid and CPR.
- Occupational hazards and safety precautions

Required Skill in:

- Supervising work, training staff, and assigning tasks.
- Promoting and enforcing safe work practices.
- Operating public transportation vehicles in a safe manner, in compliance with all traffic laws, City policy and procedures, and state and local regulations.
- Reacting quickly to situations that could create safety and security problems.
- Providing effective customer service, and dealing tactfully and courteously with the guests.
- Closely following verbal and written instructions and procedures.
- Establishing and maintaining effective working relationships with co-workers and the public.

Physical Demands / Work Environment:

- Work is performed indoors and outdoors at City recreation facilities and venues; required to perform moderate physical work, and lift and carry up to 50 pounds.
- This is a safety sensitive position subject to drug and alcohol testing according to City policy.
- Incumbents may be required to work overtime, and evening, weekend, and holiday shifts; must maintain a level of physical fitness to meet Department standards.