

# SEASONAL EMPLOYMENT



## CAMP LEADER - 10 Positions Open

**Centre Region Parks and Recreation (CRPR)**, an Agency of the Centre Region Council of Governments (COG), is currently recruiting seasonal **Camp Leaders**, which will primarily work at the State College Area School District Park Forest Middle School, in State College. This position works within the Programming division of Centre Region Parks and Recreation.

We are searching for leaders with superb social skills, creativity, good attention to detail, and enthusiasm. The job description follows this summary. This is a 40-hour/week position, typically Monday-Friday, June 17-19, 2024. There will be additional hours to staff the Rec on the Go Rentals and Family Game Nights, 6-8:30 PM on Wednesdays in July. Two (2) additional days are required for training, prior to June 17, 2024. Dates/times will be provided in advance. Schedules ensure adequate camper-staff ratios during camp hours. Work shifts are as follows: Shift #1 is 8 AM-3:30 PM, Shift #2 is 8:30 AM-4 PM, Shift #3 is 9:30 AM-5 PM.

There is an hourly range of **\$14-15 per hour**. This is a non-benefited, seasonal position. The age minimum for Camp Leaders is 17 years of age. Employment is contingent upon compliance with the CRPR Agency's "Child Safety Policy" regarding certifications, criminal background checks, and child abuse clearance.

To apply, please download and complete the CRPR Application by visiting the Agency's website at [www.crpr.org/employment](http://www.crpr.org/employment); then, email to [crpr@crcog.net](mailto:crpr@crcog.net) or mail your application to the CRPR Address: 2040 Sandy Drive, Suite A, State College, PA 16803. Note the position you are applying for on your application. Applications will be accepted until the position is filled. Returning employees must also re-apply for seasonal work each year. Equal opportunity employer. For a list of other open positions within Centre Region Council of Governments, visit [www.crcog.net/employment](http://www.crcog.net/employment).





**CAMP LEADER  
JOB DESCRIPTION**

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<b>Job Title:</b>	Camp Leader	<b>Status:</b>	Seasonal (8-9 weeks)
<b>Department:</b>	Parks and Recreation	<b>Classification:</b>	Non-Exempt
<b>Reports To:</b>	Recreation Supervisor	<b>Grade:</b>	Hourly

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**JOB SUMMARY**

This position has an integral role in the Centre Region Parks and Recreation Programming Division helping to plan, lead, and implement Kidz Kamp summer day camp, which is an eight-week program, with additional hours for pre-planning, training, and programming. Leaders report to the Recreation Supervisor. This position requires oversight and leadership for roughly 10 campers, for those entering grades 1-5. Leaders are expected to oversee daily and weekly recreational activities, and special events with energy, creativity, and enthusiasm. Leaders work collaboratively and independently to create daily program plans full of activities, crafts, events, games, and so forth. These activities and events require participation and leaders are expected to be creative.

**ESSENTIAL JOB FUNCTIONS**

*The outline below describes essential job functions an employee in this position will be required to perform, however, it is not an exhaustive list of all duties which the employee may be expected to perform. To be successful in the position, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodations.*

- Manages group dynamics in a camp setting, indoors and outdoors.
- Organizes and leads various small and large group activities.
- Works with other counselors to plan various activities and events.
- Encourages and inspires campers in a safe, fun, and stimulating environment.
- Assists with conflict resolution for individual and group disciplinary issues that may arise.
- Promotes camper participation in ALL activities.
- Exhibits good personal habits, maturity, health, dress, etiquette, and relationships with other staff and campers to serve as a positive role model to campers.
- Abides by all Agency safety guidelines, policies, and procedures as it relates to the Camp program. This includes abiding by all policies and procedures specific to camp locations for field trips, outings, and so forth.
- Knows and understands all emergency procedures associated with the camp program.
- Maintains constant surveillance of the pool/body of water areas.

**OTHER JOB FUNCTIONS**

- Performs related duties as assigned.

**QUALIFICATION REQUIREMENTS**

*An individual is hired based on their education, experience, and skills. Any equivalent combination of these factors that will result in the successful accomplishment of all the work responsibilities would be considered at the sole discretion of the COG.*

**EDUCATION AND/OR EXPERIENCE**

- High school diploma or college coursework in recreation, education, or related field.
- Experience in camp, youth programs, recreation, working with children, or in a related field.
- Experience in planning/conducting youth programs, as well as working with children and staff.

## **SPECIAL REQUIREMENTS**

- Must be at least 17 years of age.
- A valid driver's license is required.
- Employment is contingent upon compliance with the CRPR Agency's "Child Safety Policy" regarding criminal background checks and child abuse clearance.

## **KNOWLEDGE OF**

- Knowledge of proper safety practices and techniques.
- Knowledge of and ability to work effectively within the organizational and community structure.

## **ABILITY TO**

- Ability to cooperate and communicate effectively with parents, staff, and the public.
- Ability to work alone with a small group of children.
- Ability to work without direct supervision.
- Ability to respond and assist the public in a professional and courteous manner.
- Ability to think on your feet (creativity and enthusiasm are critical).
- Ability to plan and conduct youth programs.
- Ability to plan work and establish priorities.

## **SKILLED IN**

- Oral and written communication.
- Troubleshooting and problem solving.
- Self-control and adapting to stressful situations.

## **PHYSICAL AND WORK ENVIRONMENT**

*The physical and work environments described are representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

### **Physical Environment**

- Work is performed indoors and outdoors.
- Hand-eye coordination is necessary to operate computers and various pieces of equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee may be required to sit for prolonged periods of time, stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move up to 25 pounds.

### **Work Environment**

- Often a dirty work environment (situations in which workers or their clothing easily become dirty, etc.).
- Often must perform repetitive activities (performance of the same physically demanding activity).
- Often are exposed to high or low temperatures (possibly leading to stress or decreased ability to work effectively).
- Some work is performed in awkward or confining workspaces (conditions in which the body is cramped or uncomfortable).

- Some work is performed in areas with improper illumination (glare, inadequate lighting, etc.).

**ACKNOWLEDGEMENT**

I acknowledge this job description does not constitute an employment agreement. Further, I understand the job description is subject to change by the employer, temporarily or permanently, as the needs of the employer and requirements of the job change. COG is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, COG provides reasonable accommodation to qualified individuals with disabilities.

**I have read and understand the requirements of the position and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_