

**Tuscaloosa County Park and Recreation Authority
Job Description**

Job Title: Day Camp Instructor
Department: Recreation Programs
Reports To: Day Camp Director
FLSA Status: Non-Exempt
Salary Level: Part-Time, Pay Level 13 \$9.76 (minimum) - \$11.71 (maximum)

SUMMARY

Under the direction of the Day Camp Director, the Day Camp Instructor is responsible for implementation, management, and supervision of participants of the program at the assigned site. The Day Camp Instructor must administer the various camp activities in accordance with the policies and objectives established by the Day Camp Director. However, in the absence of the Day Camp Director the Day Camp Instructor is responsible for the management and supervision of the day camp program at the assigned site. The Day Camp Instructor will collaborate with Coordinators and Program Supervisor to design schedules, prepare activities, and implement program details. The Day Camp Instructor must have the ability to relate to children from all social and economic segments of the community. The Day Camp Instructor must understand his/her relationship to the campers, to the Coordinators, to the Program Supervisor and in particular - to the Department and the Public.

ESSENTIAL FUNCTIONS

Responsible for the daily/weekly planning and implementation of quality educational and recreational activities for all children.

Accountable for all necessary documentation and record keeping as required.

Responsible for seeing that all rules and regulations are followed by all participants.

Accountable for campers in groups at all times. Supervision of participants in groups at all times including in the before and after periods, in activity periods, at the pool and on outings.

Responsible for providing quality instruction and leadership for all participants.

Responsible for seeing that all activity areas and equipment are properly maintained.

Responsible for investing individual skills and interests into educational and recreation activities.

Advise the Day Camp Coordinators of any supplies needed to conduct instructional activities.

Accountable for cleaning of bathrooms or other area sites when necessary.

Foster positive communication with parents, families, guardians, and PARA Staff.

In the absence of the Day Camp Director, assist Day Camp Coordinator and/or Program Supervisor in assuming that position as necessary.

In the absence of the Day Camp Director, supervise the Day Camp Counselors including group activities and specific daily/weekly duties and responsibilities.

In the absence of the Day Camp Director, be responsible for seeing that all rules and regulations are followed by participants, the staff at the sites, at the swimming pools, on the buses and while on field trips.

In the absence of the Day Camp Director, be accountable for participants in groups at all times including in the before and after periods, in activity periods, at the pool and on outings.

In the absence of the Day Camp Director, ensure the Counselors adhere to all rules, policies and procedures established for the safety and security of the participants in the activity areas, at the pools and while on field trips.

In the absence of the Day Camp Director, ensure the Counselors provide high quality instruction & leadership for the campers.

In the absence of the Day Camp Director, perform duties of day camp counselor as needed either to assist the day camp counselor or in the absence of the day camp counselor.

Work within the guidelines for discipline set up by PARA.

Project a neat and professional personal appearance at all times.

Adhere to all policies and procedures as established in PARA's Employee Handbook and Administrative Handbook.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

In the absence of the Day Camp Director the Day Camp Instructor may directly supervise Day Camp Counselors. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Two years completed coursework in early childhood, elementary, secondary, special education (or related field to be considered by supervisor) from college or university preferred; or 3-5 years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with groups of children, customers and employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Current valid Alabama Driver License and CPR Certification preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis of race, color, creed, religion, sex, age national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

PARA is proud to be a "Drug Free Workplace."
All employees are subject to random drug screens.