



# TOWN OF MONROE

## PARKS & RECREATION DEPARTMENT

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### JOB DESCRIPTION

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**Job Title:**

Tweens Adventure Summer Fun Days Coordinator

**Reports To:**

Recreation Supervisor

**Department:**

Parks & Recreation

**Union Affiliation:**

N/A

**FLSA Classification:**

Non Exempt (Seasonal)

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### **DESCRIPTION**

**I. Job Summary**

Manage and interact with children in summer day camp setting.

**II. Essential Duties and Responsibilities**

- Follow a weekly group schedule and manage age level group within that schedule.
- Manage all sign in/sign out for program.
- Assist and inform parents about matters regarding their child and the program.
- Maintain positive relationships with parents.
- Submit time sheets, trip receipts and first aid reports in a timely manner.
- Participate in lunch with campers.
- Assist specialists during activity time.
- Participate with campers and other staff in whole group and small group camp activities.
- Abide by all camp rules and codes of conduct.
- Work with other counselors and activity specialists to plan age appropriate activities for non-planned time (games, read aloud, etc.)

- Attend all staff meetings and assist in cleanup at the end of the day, after lunch, and the last day of camp.
- Ensure all participants are supervised and safe on field trips.
- Perform other duties as assigned by the Recreation Director/Camp Director.

### III. **Minimum Qualifications**

- A. Education: High School Diploma or GED; some college work in Education/Recreation.
- B. Experience: Minimum of 18 years of age, preferably 21 years of age or older. Minimum of two years' experience working with middle school aged children and/or a camp setting.
- C. Skills and Abilities: Dedication to putting the well being of children first. A good role model of high integrity committed to the Tweens Summer Adventure Program. Ability to work as a team member, be flexible, and learn from feedback. Availability to work the summer season with minimal time off, if any.

### IV. **Physical Requirements**

Ability to interact with children during activities including stand, walk, sit, climb or balance, stoop, kneel, crouch, or crawl. May be required occasionally to lift up to 25 pounds

### V. **Work Environment**

Outdoor summer camp setting.