



# Yarmouth Community Services

## "Creating Community through people, parks and programs"

### Job Description – 2022 Clipper Day Camp Group Leader

#### Nature of Work

- Responsible for assisting the Clipper Day Camp Director in the coordination and management of the Clipper Day Camp program for ages 6-12. The Group Leader would oversee approximately 50 campers, 5 paid staff and 5 volunteer staff. Necessary competencies required are attention to detail, ability to handle complex projects and juggle multiple priorities while working with a great deal of independence and initiative.

#### Employment Period

- Must be available to work from **June 20, 2022 - August 12, 2022.**
- Must be available to work Mon., Tues., Thurs. & Fri.: 8:45am – 3:15pm AND Weds: 8:00am – 3:15pm.
- **Must be available to work TWO late-care shifts (3:15 - 5:30pm) and ONE early care shift (7:30am – 9:00am) each week if needed.**
- Group Leader pay range: \$18 - \$20 per hour.

#### Desirable Training and Experience

- Prior experience with school age children. Enjoys working with children. Experience overseeing staff and/or volunteers. Prior camp experience preferred.

#### Requirements of Work

- Oversee five counselors, up to five volunteers and approximately 50 campers.
- Ability to independently lead a group of campers and staff on numerous field trips.
- Plan each week's block schedules, gather necessary supplies, and assign staff as needed.
- Respond to parental concerns as they arise.
- Facilitate, monitor and insure a positive, safe, and fun camp experience for participants.
- Act as a positive role model at all times.
- Actively participate and supervise participants, staff and volunteers in all activities and field trips.
- Provide positive, age-appropriate and approved discipline techniques when needed.
- Perform other assigned duties, including (but not limited to): setup, cleanup, monitor, early/late care supervision, etc.
- Participate in all scheduled staff meetings, workshops, and trainings.
- Strong verbal communication skills with children and their parents.
- Ability to interpret, understand, and effectively carry out oral and written directions.
- Perform other duties and related work as required.

#### Typical Physical Requirements

- Frequent standing, bending, sitting, walking, running, and lifting.
- Assist children to dress, tie shoes.
- Assist children to get in and out of bus.
- Assist children with water access and swimming.
- Personal swimming skills.
- Verbal communication.
- Hearing and listening skills.
- Ability to lift up to 50lbs.