



**Position Title:** Camp Kota Coordinator

**Date:** January 2019

**Department:** Parks and Recreation

**Division:** Recreation

**Accountable to:** Recreation Supervisor

**Primary Objective of Position:**

Provide on and off site leadership and supervision through planning, organizing and directing activities and programming at Camp Kota, under the direct supervision of the Recreation Supervisor.

**Examples of Duties:**

1. Provide a safe, fun and appropriate experience for all participants.
2. Assists Recreation Supervisor to recruit, interview, recommend and train seasonal staff.
3. Works with Recreation Supervisor to manage and supervise Camp Kota.
4. Communicates regularly with Supervisor, public, staff, program participants and families.
5. Manages staff schedule, approves time sheets, and coordinates with Recreation Supervisor to approve time off requests.
6. Provides work direction for Camp Asst. Coordinator, Program Specialists, Counselors, and Junior Counselors.
7. Prepare, submit and review all reports required on participants, staff, incidents and property damage. Turn in all documentation to Supervisor in a timely manner.
8. Coordinates camper check in duties; including: record of all late arrivals and early pickups, attendance, calling parent/ guardian if camper does not show up for camp.
9. Attends, participates in, and helps facilitate all staff trainings and daily meetings.
10. Plans, attends, and provides supervision of all camp activities.
11. Ensures all programming supplies are stocked and communicate when more is needed, performing inventory checks as assigned.
12. Coordinates planning camp program content, including the Thursday overnight evening and campfire program, and any other programs as directed.
13. Provides support as needed for all participants and staff to create an inclusive environment.
14. Works as a team member to ensure the program's compliance with the Americans with Disabilities Act and the Minnesota Human Rights Act.
15. Evaluates and gives on-going feedback to all Camp Kota staff as well as overall program.
16. Participates in performance evaluation, identifying past accomplishments, problems, goals, and personal improvement plans.
17. Follows staff policies and procedures.
18. Ensures that all staff, volunteers, and program participants follow the established policies and procedures.
19. Completes all other duties as assigned by Recreation Supervisor.

### **Minimum Qualifications:**

1. Must be 18 years of age or older.
2. Must be available the entire season from July 8<sup>th</sup> -August 2<sup>nd</sup> (Monday-Friday; with an overnight camp stay on Thursday evenings).
3. Must be able to attend and assist in facilitating staff training on June 27<sup>th</sup> – 28<sup>th</sup> and complete online training.
4. Must successfully pass a Criminal Background Check.
5. Must possess valid driver's license.
6. Supervisory and/or Leadership experience working with children.
7. Knowledge of and skill in outdoor recreation, crafts, games, nature and special events.
8. A willingness to learn about and support people with disabilities so they can participate fully in City sponsored Parks and Recreation programs.
9. Must have good communication, leadership and organizational skills.
10. Currently certified in First Aid/CPR/AED, or have ability to obtain.

### **Desirable Qualifications:**

1. Bachelor's Degree or higher in Recreation, Sports and Leisure, Education or related field.
2. Experience working in community recreation or education programs with elementary – middle school age participants.
3. Knowledge of basic camping skills, including fire building, open fire cooking, compass and map reading, knots, tent pitching and shelter building and other camp-related skills such as crafts, songs and song leading and outdoor/environmental education.
4. Previous group leadership and supervisory experience with children, preferably in a camp setting.
5. A creative mind and assertive personality to plan, lead, and implement activities.
6. Knowledge and understanding of child behavior, experience in recreational sports, games and arts and crafts, and an ability to relate with and supervise children successfully.
7. Ability to manage time and work independently with minimum supervision.
8. Responsible, reliable and be able to work as part of a team.

### **Supplemental Information**

Camp Kota operates July 8<sup>th</sup> through August 2<sup>nd</sup>, Monday-Friday with an overnight camp stay every Thursday evening, 8:30 AM to 3:00 PM daily. Daily staff meetings occur at 8:00 a.m. Camp Kota operates primarily at East Bush Lake. Within this program, participants range in grades from K-7<sup>th</sup> and volunteers in grades 8<sup>th</sup>-10<sup>th</sup>. Camp training occurs June 27<sup>th</sup> – 28<sup>th</sup>, additional online training is required. This position will also require some pre-planning prep and post-camp work with a **flexible** before and after designated program and training dates.