



Position Title: Camp Kota Program Specialist

Date: January 2020

Department: Parks and Recreation

Division: Recreation

Accountable to: Recreation Supervisor

Primary Objective of Position:

Assist in the implementation, coordination, and supervision of recreation programming at Camp Kota, under the supervision of the Recreation Supervisor and the work direction of the Camp Kota Coordinator and Assistant Coordinator.

Examples of Duties:

1. Participates in, assists in facilitating, and provides leadership at staff training.
2. Provides work direction and mentorship to Counselors and Junior Counselors (JCs).
3. Assists in the assignment of Counselors and JCs to camper groups.
4. Assists with staff documentation and provides input for staff evaluations.
5. Assists with creating and carrying out camp programming for designated age groups; maintain and implement daily schedule; assist in maintaining the flow of camp.
6. Assist in 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.
7. Ensures all programming supplies are stocked and communicate when more is needed, performing inventory checks as assigned.
8. Organize recreational instructors for large group games, song leading, swimming time, down time, and any other activities directed.
9. Assists in planning camp program content, including the Thursday overnight evening and campfire program, and any other programs as directed.
10. Teach and promote respect for and understanding of the environment as well as basic camping skills such as: fire building, open fire cooking, and orienteering, use of camp tools, tent pitching, shelter building and first aid.
11. Teaches and promote high standard of safety, particularly in regard to dangers of water and use of camp tools. Supervise camper use and care of equipment.
12. Works as a team member to ensure the program's compliance with the Americans with Disabilities Act and the Minnesota Human Rights Act.
13. Attends and participate in all staff trainings and meetings.
14. Follows staff policies and procedures.
15. Ensures that all staff and program participants follow the established policies and procedures.
16. Performs special assignments and other work as assigned by the Camp Kota Coordinator.
17. 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 6th – July 31st (Monday-Friday; with an overnight camp stay on Thursday evenings).
3. Must be able to attend staff training on June 25th – 26th and complete online training.
4. Must successfully pass a Criminal Background Check.
5. Must have experience working with children.
6. Currently certified in First Aid/CPR/AED or have ability to obtain.

Desirable Qualifications:

1. High school diploma and some post-secondary course work preferred.
2. 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.
3. Previous group leadership and supervisory experience with children, preferably in a camp setting.
4. A willingness to learn about and support people with disabilities so they can participate fully in City sponsored Parks and Recreation programs.

Supplemental Information

Camp Kota operates July 6th through July 31st, 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-7th and volunteers in grades 8th-10th. Camp training occurs June 25th – 26th, 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.

Three Program Specialists work for Camp Kota. Each would specialize in one of the following areas: K-3 Programming, 4-7 Programming, or the Junior Counselor Program.