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## **JOB DESCRIPTION: YOUTH CAMP PROGRAM LEADER**

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**Primary Responsibility:** The Youth Camp Program Leader helps to plan and organize the Youth Camp Program for children 5-12 years, and is responsible for helping with the care, education and recreational activities of all participating children. The Program Leader is responsible for direct implementation of the curriculum as designed by the Youth Programs Coordinator. Other duties include general clerical work; ensuring program complies with State standards; parent communication and program promotion.

**Supervised by:** Youth Programs Coordinator

**Supervises:** N/A

**FLSA status:** Non-Exempt

### **Main Job Duties:**

- Helps plan, develops and implements curriculum and activities for Youth Camp, including the coordination and transportation of children, field trips, events, participants and the use of other facilities.
- Establishes and maintains a safe and healthy learning environment; prevents accidents and illness; posts appropriate information to ensure the safety and well-being of children; designs appropriate room arrangement to support the care, educational, and recreational goals of the program.
- Leads program participants in daily activities including organized play, structured classes, and other programs as they are developed.
- Supervises children to ensure positive interaction with each other.
- Maintains even control of classes and resolves disciplinary problems.
- Attends to the care and well-being of each child.
- Communicates with parents, children and staff.
- Assures safety and cleanliness of all work areas, including housekeeping duties, restrooms, and storage of materials.
- Performs general duties necessary to the success of the Youth Camp program.

**Additional Job Duties:**

- Performs other appropriate functions as assigned by the Youth Programs Coordinator and/or Director- Parks & Recreation pertaining to the Youth Camp program.

**Qualifications:**

- Education: High School graduate or equivalent.
- Must be a minimum of 18 years of age.
- Ability to:
  - (a) Accurately and effectively transmit and receive information that is necessary to the accomplishment of goals and objectives, including effective written and oral communications in English; and the ability to listen.
  - (b) Establish and maintain courteous and effective working relationships with employees, children and parents, the public and other agencies. Requires the ability to deal with people beyond giving and receiving instructions.
  - (c) Understand and follow moderately complex oral and written instructions.
  - (d) Work efficiently and effectively as a team member within the department.
  - (e) Exercise independent judgment and critical thought.
  - (f) Demonstrate self-motivation in resolving issues without awaiting a directive.
- Must possess excellent skills in organization of time and responsibilities.
- Must demonstrate an ability to work with children.
- Must pass background check including traffic, Central Registry (Trails) and CBI fingerprint checks.

**Certifications:**

- Current First Aid, CPR and Universal Precautions certification or successful completion of such training within 90 days of employment.
- Possession of a valid Colorado Driver's license without any restriction due to driving record is preferred.

**Mental/Physical Requirements:**

- Ability to exert very moderate physical effort in light work frequently, typically involving some combination of stooping, kneeling, bending, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-25 pounds). Ability to repeatedly lift children and equipment up to 40 pounds occasionally, and to bend and kneel to child's eye level.
- May be exposed to outdoor weather conditions, including summer sun and temperatures.
- Ability to perform without additional assistance, all physical movements necessary for Youth Camp administration.

**Experience:**

- Must be at least 21 years old with 3 months of full-time or equivalent part-time satisfactory and verifiable experience with school-age children; or 18 years old with 1 year of full-time or equivalent part-time satisfactory and verifiable experience with school-age children.

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I, \_\_\_\_\_ have read the above job description for the Gilpin County **Youth Camp Program Leader**. To the best of my knowledge I am able to perform all duties of the job as described.

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Employee

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Date

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Supervisor

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Date