

**Summer Camp Instructor**  
**Job Description**

This position is responsible for the care, safety, protection and supervision of the camp environments and participants. He/she is responsible for leading daily activities as designated, supervising children, and daily preparation of site (set-up / clean-up).

Duties and Responsibilities include:

- Be knowledgeable of policies and rules and assist in their enforcement.
- Responsible for knowing the whereabouts of each participant at all times during the camp day.
- Recognizes and responds to opportunities for problem solving in a group of participants.
- Assesses the appropriateness of participant behavior and applies appropriate behavior management techniques.
- Encourages cooperation, teamwork and participation.
- Stimulates participant interest in individual and group activities.
- Works closely, cooperatively and amicably with all staff members.
- Reports any observed difficulties related to illness and/or injury of participants immediately to a Camp Director.
- Seeks advice and/ or assistance from the Camp Director or Parks & Recreation Department personnel when needed.
- Notifies the Camp Director if he/she must be absent or late for duty.
- Reports to work on time.
- Performs other duties as assigned.

Starting Wage: \$9.50 per hour

Qualifications: Must be at least 18 years of age, have graduated high school and have had prior experience working with children. First Aid & CPR certification is required prior to the first day of camp. The Camp Instructor must be patient, enthusiastic, self-controlled and dependable. Has the ability to work independently and knows when to request assistance. Demonstrates appropriate behavior at all times.

While performing the duties of this job, the employee will frequently need to walk, stand, sit, talk and hear. The employee is occasionally required to operate objects or tools, and reach with arms and hands. At times, the employee may need to climb, balance, stoop or kneel. The job requires frequent light lifting (5-10 lbs.) and infrequent heavy lifting of up to 50lbs. The employee may be asked to operate a motorized vehicle. The employee will work in the field and be exposed to all types of weather conditions.

An application can be picked up at the Chesterfield Township Municipal offices or downloaded online at <http://www.chesterfieldtwp.org/ReferenceDesk/Forms/JobApplication.pdf>

These are part-time, seasonal positions (not permanent). Applicants should be 18 years of age, possess a valid Michigan Driver's License and have dependable transportation. The applicant must have the ability to pass a background check and employment physical. This person must be willing to work alone and available to work afternoon, evening and weekend shifts. The applicant should have excellent communication skills, and be able to follow written and oral instructions. This candidate will have the ability to establish and maintain effective working relationships with co-workers, the public and department personnel. Knowledge of equipment used in recreation programming and access to mobile communication is necessary. Employee is required to attend all trainings as specified. A requirement of this position is working seasonal special events as needed. Access to mobile communications is required. This position reports to the Camp Director and Director of Parks and Recreation.