

Recreation Authority of Roseville & Eastpointe

18185 SYCAMORE
ROSEVILLE MI 48066
586-445-5480

JOB DESCRIPTION

SUMMER DAYCAMP INSTRUCTOR

QUALIFICATIONS: Minimum age 18 years old. Must have previous experience working with youth ages 6-12 years old. Must obtain CPR/First Aid/AED training (provided by Recreation Authority) prior to employment. Must complete 30 hours of pre-camp training and complete State of Michigan background check.

GENERAL FUNCTION: Under the direction of the Summer Daycamp Directors and Assistant Directors, and adhering to the guidelines set forth by the State of Michigan, instructors in this program will provide care for youth ages 6-12 years old in a state-licensed daycamp setting. Individuals should possess extensive knowledge and prior experiences in arts and crafts, sports, games, and field trip supervision.

JOB DUTIES:

- Adhere to policies set forth by the State of Michigan and Recreation Authority.
- Complete all necessary paperwork relating to program as directed by State of Michigan guidelines and Come Out and Play grant requirements.
- Plan, coordinate, implement, and direct daily activities within recreational setting.
- Develop working relationship with supervisors and other staff members.
- Ensure/monitor participant safety.
- Create open communications with all participants' parents/guardians.
- Establish strong relationship with all participants in order to provide high-quality program experiences, while being prepared to institute appropriate disciplinary action if required.
- Fill out necessary program paperwork in a timely manner, meeting all required deadlines.
- All other duties as assigned.

POSITION HOURS: During camp program employees will work 35 - 40 per week

STARTING RATE: \$9.50/per hour for instructors, higher for supervisory positions

CAMP DATES: June 18 - August 17 (This does not include mandatory pre-employment training dates)

WORK WEEK: Monday - Friday, 7:00 am - 6:30 pm (hours will vary during these time)

APPLICATION DEADLINE: Friday, March 9, 2018