

Bethel Parks and Recreation Summer Positions (SEASONAL) Brief Job Descriptions

Half-day or Morning Positions:

Program Supervisors: Creative Arts & Games; Sports, Activities & Playground; STREAM, Performing Arts and Aquatics: The supervisors of each program are responsible for the daily planning of activities for children ages 4 to 12 years of age, assigning duties to the program aides and enforcing safety rules.

Program Assistants: Creative Arts & Games; Sports, Activities & Playground; Dramatics & Dance and STREAM. The assistants of each program assist the program supervisor with daily planning of activities, enforcing camp rules, and supervising program aides

Program Aides: Creative Arts & Games; Sports, Activities & Playground, Dramatics & Dance; STREAM and Aquatics: the aides of each program help in carrying out the daily activities that the program supervisor plans. For example, and creative arts and games aide may help prepare the materials needed for the project, assist the campers in creating the project and cleaning up after the project is finished. Additional duties may be added to the aides' schedules.

Swim aides are required to be in the water when the campers are (including the deep water) at all times and to be able to perform the swim skills and strokes of a Level 4 swimmer.

Camp Leadership: assists the Parks and Recreation Director with the daily operation of the program including collecting payments, completing paperwork, maintaining the facilities, supervising program staff and campers, enforcing camp rules and planning activities. Camp Leadership is responsible for the opening and closing of camp and are the main contact persons for parents/guardians.

DAY CAMP POSITIONS

Day Camp Head Lifeguard – current certification for CPR, First Aid and Lifeguard Training. Must be at least 18 years of age. The Day Camp Head Lifeguard is responsible for the safety of our campers including conducting buddy checks. The Day Camp Head Lifeguard is responsible for 2 of the 3 chlorine level checks (AM and PM) and the PH level check in the AM. This person determines if the levels are adequate for swimming; may consult with camp leadership. In the absence of this person, no swimming is permitted.

Day Camp Lifeguard – current certification for CPR, First Aid and Lifeguard Training. May be 15 years of age but we prefer 16 and older.

Day Camp Counselors (must be 16+ years old)

Day Camp counselors are assigned to a morning program area and perform the duties of a program aide. PM Day Camp counselors are assigned a specific age group of campers and provides activities for following the plan of the Day Camp Leadership. The activities may include a craft, game, sport activity, or working in the garden. Daily pool time is included for each camp group, once in the afternoon. PM Day Camp counselors are required to be in the water at all times when their group is in the pool.

Water Safety Instructors (valid certification) are responsible for the swim instruction of our campers. We follow the American Red Cross Learn to Swim program. A 4-session rotation of mixed ages and abilities is how our swim program is set up. The Water Safety Instructors are responsible for planning the day's lesson for each group and providing the aides with directions on how they will help carry out the day's lesson. The WSI is responsible for testing all campers at the beginning and end of camp and for all course record keeping.

Aquatics Director (valid certifications, 21 years or older*) is a supervisory role. The AD oversees the swim program and the pool facility. Enforcement of safety rules and supervision of aquatic staff (WSI, Day Camp Lifeguards, and swim aides) are some of the AD's duties. The Parks and Recreation Director, a former WSI /AD oversees the Aquatics Director. The Aquatics Director is part of the day camp program and may or may not, depending on certifications and experience, supervise the pool lifeguards although the day camp aquatics staff may also be pool lifeguards. The AD must be in the pool area when campers are swimming. Certifications needed include: WSI or Pool Lifeguard, ARC Lifeguard Management, CPR (yearly renewal) and First Aid. If the AD does not have lifeguarding certification, a head lifeguard (18 or older) must be present for swimming to take place.

Camp RN or EMT (valid certifications, 21+ years old) –Carries out first aid care for campers and employees. Follows the camp health plan. Current CPR needed as well.

Day Camp Director (21+ years old) – supervisory role. Oversees all AM programs including staff and campers. Enforces camp behavior policy and carries out the consequences for campers, collects payments, completes necessary paperwork, plans activities for all day campers, hands out field trip information, leads the camp in the daily flagpole ceremony, completes behavior log books, contacts parents, etc. Also, oversees all PM programs including staff and campers, meets with PM aides daily to review plans for the afternoon, helps with lunch and snack time.

PM Camp Leadership-Assists the Day Camp Director in planning activities for the afternoon hours, supervising the campers and staff, enforcing camp rules, completing paperwork and accepting payments. This person is responsible for closing the camp each evening and making sure all equipment and supplies are put away and all facility doors are locked. This person works with the pool lifeguards

and park attendant, if applicable, to make sure the park is cleared before the park is locked

PARK and POOL POSITIONS

Park Attendants- sells daily and season pool passes, oversees pavilion rentals, enforces park rules, assist lifeguards with patron issues if needed, maintains the park grounds. Maintaining the restrooms (toilet paper, cleanliness).

Pool Lifeguards - enforcing the rules of the pool (be assertive). Lifeguards have many duties: checking chemical levels, vacuuming the pool, cleaning skimmer baskets, sweeping the pool deck, maintaining the cleanliness of the pool area. 15 years of age and older with valid certifications.