

**Bethel Parks and Recreation Summer Positions (SEASONAL)**  
**Modified TOBY Camp Job Descriptions**  
**Based on COVID-19 Guidelines**

*The descriptions below are to give applicants a general idea of the job. Duties and hours are subject to change. Pay rates are based on the job position and experience and are not listed. Minimum wage is \$12.50 for 2021. During the interview, job duties are explained further.*

**Program Instructors: Crafts; Sports and Games, Playground and Activities; STEM and Reading:** we prefer applicants to be 21 or older with some supervisory experience. The supervisors of each program are responsible for the daily planning and implementation of activities for children ages 4 to 12 years of age, assigning duties to the program aide, cleaning and disinfecting area and materials/equipment, maintaining an orderly storage and instructional area and enforcing safety rules and camp procedures. Typical hours for a program instructor range from 4 to 5 hours each day. Arrival and departure times vary for each area with the earliest start time at 7:30 AM and the last end time at 1:30 PM

**Camp Counselors:** Must be at least 16 years of age, some experience preferred. Camp counselors are assigned a mixed-age group of up to 12 children (4 to 12 years old). Counselors are responsible for the supervision and safety of the children in their care. At each program area, counselors are to assist the program instructor in carrying out the day's activity. During swim lessons, counselors will be assigned a small group of children to instruct in swim lessons (must be in the water with the campers). Camp counselors are responsible for creating activities for time slots in the daily schedule that there is no program instructor. They are also responsible for ensuring that their group of campers are following COVID-19 safety guidelines. Daily hours range from 3.5 to 6 hours depending on arrival and departure times of assigned group. Program operates M-F for 6 weeks.

**Program Aides: Crafts; Sport and Games, Playground and Activities, STEM and Reading:** the aides of each program help in carrying out the daily activities that the program instructor plans, maintaining the storage and instructional areas, cleaning and disinfecting materials/equipment and the instructional area, escorting campers to the nurse or restrooms, helping in enforcing the safety rules and camp procedures. The morning program runs M-F for 6 weeks. Arrival and departure times vary for each area, as well as number of hours worked.

**Swim Aides:** help Water Safety Instructor(s) in instructing and reinforcing the skills at each swim level, assist in maintaining the instructional area, clean and disinfect materials and equipment, take campers to the restrooms, help enforce safety rules and camp procedures. Arrival and departure times may vary for each swim aide. Program runs M-F for 6 weeks. 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.

**Clean Team Member** – duties include cleaning and disinfecting the restrooms after camper use, assisting program instructors and aides in cleaning and disinfecting the materials, equipment and instructional area, collecting and removal of facilities garbage, helping maintain facility grounds, being a welcoming member of the camp team to the campers and staff, helping the camp director as needed. This position may be combined with swim aide on a rotational weekly basis. Program runs M-F for 6 weeks.

**Camp Greeter** – age 18 and older preferred. The Camp Greeter performs COVID-19 screenings of staff and campers including temperature checks. This person is the first face campers, parents and staff see upon arrival. The Camp Greeter is responsible for distributing important information (like a PR person for camp). Typical hours are 7:30 AM to 11:30 PM.

**Camp Director:** we prefer applicants to be 21 years old with some supervisory experience as well as experience working with large groups of children. The Camp Director assists the parks and recreation director with the daily operation of the program including completing paperwork and maintaining the facilities. The Camp Director oversees all programs including staff and campers, enforces camp behavior policy and carries out the consequences for campers, plans activities as needed for large groups, leads the camp in the daily flagpole ceremony, completes behavior log books, contacts parents, helps with snack time. 6-weeks, M-F, typical shift is 7:30 AM to 1:30 PM.

**Water Safety Instructors (valid certification)** are responsible for the swim instruction of our campers. We usually follow the American Red Cross Learn to Swim program. Rotations 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. The WSI hours are typically 8:30 AM to 12:30 PM, M-F, for 6-weeks.

**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 hours vary depending on certifications, however required hours are 8:30 AM -12:30 PM, M-F for 6 weeks.

Certifications needed include: WSI or Pool Lifeguard, ARC Lifeguard Management, CPR (yearly renewal) and First Aid.

**LPN, RN or EMT (valid certifications, 21+ years old)** – needed for our day camp, M-F, hours vary. Carries out first aid care for campers and employees. Follows the camp health plan. Current CPR needed as well.

**\*\*\*\*Please note the above descriptions are based on the 2020 TOBY Camp operation under COVID-19 guidelines. At this time, we have not received any guidance on the 2021 camp operations. We are anticipating some modifications due to COVID-19. If we are able to operate our afternoon camp, additional job opportunities may be available including PM Camp Counselors, PM Camp Nurse or EMT, PM Aquatics Director/Lifeguard, PM Camp Director and PM Clean Team Members. If you are interested in those, please indicate that on your job application under availability.**