

City of Las Vegas Career Opportunity

Applications are being accepted for a Full-Time Summer Day Camp Coordinator for the City of Las Vegas Recreation Department.

Entry Level: \$10.00 (40hrs week/ 9weeks)

SUPERVISION RECEIVED: Performs under the direct supervision of the Recreation Manager or designee

SUPERVISION GIVEN: Assists in planning, organizing and administering a diversified summer day camp program. Supervises part time, seasonal and volunteer staff in the implementation of the organized activities, and supervises field trips developed for the day camp. Designs recreational programs for the implementation of organized group programming related to recreation, sports programs, field trips, and physical activities based on age appropriate activities. Ability to handle on the spot decisions, conflicts, staffing issues and children's behaviors in a professional manner.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Two or more years related experience and/or training; or equivalent combination of education and experience in recreation or related field. Teaching certifications preferred.

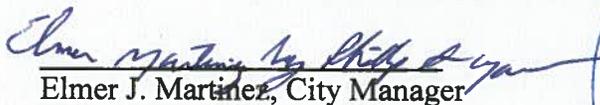
REASONING ABILITY

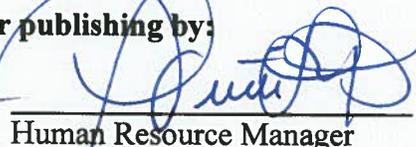
Ability to solve practical problems and deal with a variety of concrete variables in situations where children are involved. Flexibility to come in early, or stay late depending on the event, programming and/or responsibilities relating to summer day camp.

Posted: General Public: May 7, 2015 thru May 14, 2015

General Public: Defined as any person interested in the position who meets the qualifications. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:


Elmer J. Martinez, City Manager


Human Resource Manager