



JOB ANNOUNCEMENT

General Public Vacancy

OPEN DATE: May 6, 2024

CLOSE DATE: Until Filled

JOB TITLE: Summer Day Camp Programmer

PAY RATE: \$16.00/hr

DEPARTMENT: Parks and Recreation

SUMMARY:

Performs under the direct supervision of the Day Camp, Recreation Manager or designee. Assists in planning, organizing and administering a diversified summer day camp program. Assists the Program Supervisor with supervising full-time, 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 and daily scheduling 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, parents, staffing issues and children's behaviors in a professional manner. Creates and manages a daily schedule of activities based on individual age groups.

DUTIES AND RESPONSIBILITIES:

- Assists in planning, organizing and administering a diversified summer day camp program.
- Assists the Program Supervisor with supervising full-time, 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 and daily scheduling 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, parents, staffing issues and children's behaviors in a professional manner.
- Creates and manages a daily schedule of activities based on individual age groups.
- Supervises children in program; safety and accountability of children in program
- Follows organized schedule of activities
- Supervise, teach and lead campers, usually children and teens in daily recreation activities such as organized group programming related to swimming, recreational activities, sports programs, field trips, games, physical activities for summer camp program
- Must have good communication skills and ability to work with a variety of age groups and skill levels
- Responsible to coordinate and lead daily activities to a diverse age group of children and teens
- Responsible to manage large groups of children independently
- Performs administrative tasks such as enrollment, attendance, scheduling of activities
- Responsible for equipment ; ensures equipment is safe, inspects facilities and equipment being used
- Attends trainings and staff meetings as assigned
- Is responsible to serve as a liaison and resource for parents; responds to questions, concerns, complaints and reports behavior and attendance of children in their group
- Ability to be flexible and maintain order and safety in a crowded and noisy environment

Summer Day Camp Programmer

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MINIMUM JOB QUALIFICATIONS:

- 18 years of age preferred
- Education and related recreation experience preferred

EMPLOYMENT REQUIREMENTS:

- Must possess and maintain an insurable NM Class D Driver's License
- Must obtain and maintain complete First Aid/CPR and AED training within one month of hire
- Two or more years related experience and/or training; or equivalent combination of
- education and experience in recreation or related field.
- Teaching certifications preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to understand, interpret, and apply all relevant laws, rules and regulations, policies and procedures
- Ability to display a positive attitude for staff, parents, children and volunteers
- Ability to prioritize tasks and manage time; meet deadlines
- Ability to arrive to work prepared and on time
- Ability to work as a team with facility staff, program staff and management
- Ability to maintain order and safety in a crowded and noisy environment
- Ability to maintain safety practices of facilities and equipment
- Ability to respond appropriately to changing situations
- Ability to keep children safe and account for children at all times
- Ability to become trained and certified in day camp programmer responsibilities and CPR/First Aid
- Certification
- Ability to solve practical problems and deal with a variety of concrete variables in situations where children are involved.
- Ability to handle on the spot decisions, conflicts, parents, staffing issues and children's behaviors in a professional manner.
- Flexibility to come in early, or stay late depending on the event, programming and/or responsibilities relating to summer day camp.

EDUCATION and/or EXPERIENCE:

- 18 years of age preferred, education or related recreation experience preferred; equivalent combination
- of education and experience in recreation or related field preferred
- REASONING ABILITY
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to define problems collects data, establish facts, and draw valid conclusions.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application.


The employment application is available at:

<https://www.lasvegasnm.gov/general-7-1>


Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: consuelo@lasvegasnm.gov

Reviewed and approved for publishing by:



Timothy Montgomery, City Manager



Darlene Arguello, Human Resource Director