



## **Tahoe Donner Association Job Description**

**Job Title:** Day Camp Leader  
**Job Code:** 120  
**Department:** Day Camps  
**Reports To:** Camp Supervisor  
**Class Code:** 9066  
**FLSA Status:** Nonexempt  
**Salary Level:** Hourly 8  
**Pay Range:** \$12.06-14.44 per hour  
**File Name:** Day Camp Leader.doc  
**Prepared Date:** revised on 10/21/2009, 4/27/17

### **SUMMARY**

Under the direction of the Camps Supervisor and Assistant Supervisor, the Camp Leader is responsible for leading, supervising the campers, and overseeing the day-to-day operation of the assigned day camp. Camp Leader must enjoy working with children, is organized, take on the leadership role, encourage safety and is reliable. Must be willing to participate in all the Day Camp activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Provide excellent customer service to customers, employees and business partners.

Assist members and guests with information about day camps and other amenities.

Maintain current knowledge, implements and enforces Association rules, regulations, policies, and procedures.

Participate with set-up and dismantling program props, signs, and other equipment as needed. Clean and maintain camp area, supplies and equipment.

Plan, lead, supervise, and actively participate in and evaluate assigned day camp activities with children.

Plan weekly activities for the camp. Fill out weekly activity sheets for the camp and is responsible for turning the sheets in to the Camp Coordinator.

Assist in cleaning the bathrooms, vacuuming the floors, and mopping of the floor daily.

### **QUALIFICATIONS**

To perform this job satisfactorily, an individual must be able to perform each essential duty. 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**

High school diploma or general education degree (GED) and one to two years related experience and/or training in recreation; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Requires current Cardiopulmonary Resuscitation (CPR) and First Aid certifications and AED training.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Effectively communicate with members and all patrons based on knowledge of all Day Camp programs.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**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.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and communicate. The employee frequently is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have received and read the above job description.

\_\_\_\_\_  
EMPLOYEE NAME

\_\_\_\_\_  
EMPLOYEE SIGNATURE

/\_\_\_\_\_  
DATE