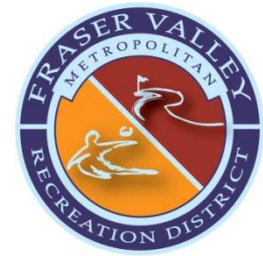


Fraser Valley Metropolitan Recreation District  
P.O. Box 3348 Winter Park, CO 80482  
970-726-8968



**POSITION TITLE:** Recreation Coordinator - Assistant Rec Camp Director  
**CLASS:** Full-time Seasonal  
**PAY TYPE:** Non-Exempt  
**PAY GRADE:** 80  
**PAY RANGE:** \$17.00 - \$24.00 per hour  
**SUPERVISOR:** Recreation Supervisor – Youth Programs

#### **WHY WORK FOR THE FRASER VALLEY METROPOLITAN RECREATION DISTRICT?**

The Fraser Valley is situated in a high mountain park and surrounded by the Arapaho National Forest and several wilderness areas. Home to Winter Park Resort, a world-renowned ski resort, the Fraser Valley offers a variety of winter activities and our idyllic summer climate is a haven for outdoor enthusiasts. The FVMRD has established an outstanding reputation for quality recreation and excellent customer service, creating amazing experiences for our residents and guests every day. We invite you to join our team!

**GENERAL STATEMENT OF DUTIES:** Assist in providing a fun and safe daytime Rec Camp experience for children 5 -13 years of age. Serve as Rec Camp Director when the Rec Camp Director is not present or requires assistance. Supervise Rec Camp staff and campers when on duty. Know the location of each camper and Rec Camp staff at all times during duty hours. Ensure campers' safety while being passionate about the mission of FVMRD Rec Camp and understand the great impact camp can have on a child.

**ESSENTIAL JOB FUNCTIONS:** The following examples are meant to be illustrative only and are not intended to be all inclusive. FVMRD reserves the right to modify the essential functions of this job at any time.

- Assist in the direction, supervision, and organization of campers in accordance with FVMRD Rec Camp policies.
- Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
- Plan, organize, and lead daily and weekly Rec Camp activities that are engaging and fun.
- Supervise and lead groups of 1-15 children, with assistance from additional staff.
- Transport and supervise groups of children on field trips in and out of Grand County.
- Assess the appropriateness of campers' behavior and administer appropriate behavior management techniques in accordance with camp rules and regulations.
- Report behavior issues or other pertinent issues immediately to the Rec Camp Director.
- Provide appropriate feedback and information to parents so their children have a successful camp experience.
- Ensure health, safety, and security precautions and procedures are followed at all times.
- Observe and maintain daily alertness for illness and/or injury of any camper. Immediately report all health-related situations, including signs of abuse, to the Rec Camp Director.
- Document all accidents, injuries, incidents, complaints, and problems.
- Assign appropriate/necessary tasks and schedule breaks for Rec Camp Counselors.
- Encourage cooperation, teamwork, and participation from Rec Camp Counselors.
- Be alert to equipment, supplies, and camp areas to ensure proper use and maintenance.
- Ensure Colorado Department of Human Services childcare licensing requirements are adhered to at all times.
- Adhere to all guidelines as outlined in FVMRD's Rec Camp Staff Manual.
- Perform other related duties as necessary.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to read and interpret written documents and manuals.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain an effective working relationship with staff members, participants and their families, and the general public.

- Must be able to attend ALL trainings and be available to work for the entire summer session of camp and one week following the end of camp (June 1<sup>st</sup> – August 27<sup>th</sup>).
- Ability to operate a 15-passenger vehicle for transportation of children for camp activities.
- Satisfactory criminal background check including Colorado Bureau of Investigations and TRAILS/Central Registry criminal record review as required by the Colorado Department of Social Services within five (5) working days of employment.

**EDUCATION, TRAINING, AND EXPERIENCE:**

- Must be at least twenty-one (21) years of age.
- Preferred Bachelor’s degree in Recreation, Elementary Education, Human Services or directly related field. **OR**
  - Two years of relevant college coursework **and** six months of experience in the care and supervision of four or more children. **OR**
  - Three years of experience in the care and supervision of four or more children and training or coursework relevant to school age children.
- Must meet Program Leader or Director qualifications with all documentation as required by the State of Colorado’s Department of Human Services upon hire.
- Must possess and maintain a valid driver’s license or the ability to obtain one within thirty (30) days of employment.
- Possess, or be willing to obtain, First Aid, CPR, Standard Precautions, Medication Administration, Climbing Wall Belay Certification, and Trampoline Certification as required.
- Complete fifteen (15) hours of training annually.
- Previous supervisory experience preferred.

**Work Environment:** Work is performed indoors in a child care setting and outdoors in all weather conditions. This position includes periods of high activity and moderate to loud noise levels.

**Physical Requirements:** While performing the duties of this position the employee is required to sit, stand, walk, run, climb, hike, balance, squat, kneel, talk, hear, and see. Occasional lifting of 10 pounds or greater is required, including the ability to lift, hold, and carry a child.

**The FVMRD is a customer service oriented and is committed to hiring individuals who respond effectively and efficiently to citizen needs and concerns.**

**EQUAL OPPORTUNITY EMPLOYER**

|                      |                           |             |
|----------------------|---------------------------|-------------|
| <b>Employee Name</b> | <b>Employee Signature</b> | <b>Date</b> |
|----------------------|---------------------------|-------------|