



Job Description

Identification

Department: **Yarmouth Recreation**

Position: **Day Camp/Playground Leader**

Supervisor: Program Coordinator

Hours of Work: Normal Hours of work are from Monday to Friday, 8:30 am to 4:30 pm, or as required.

Scope

Under the direct supervision of the specific Program Coordinator, the Day Camp/Playground Leader will be responsible for the fun and safe delivery of the Camp/Playground program to all participants.

Desired Qualities/Qualifications

Previous experience working with children is a must. Previous experience working in a youth recreation setting is desired. A team player, who is willing to work with others, including other staff members, parents/guardians and the general public.

Duties

Responsibilities include, but are not limited to the following:

- Provide adequate supervision of participants at all times.
 - Organize activities (games, crafts, etc.) on a daily basis.
 - Maintain excellent customer relations with parents, children, special guests, etc.
 - Ensure the program is safe and enjoyable for all participants.
 - Ensure the work area is kept clean and tidy and report any maintenance issues immediately to the Coordinator.
 - Interact with the participants during scheduled activities.
 - Maintain appropriate behavior at all times while on duty.
 - Follow safety guidelines and procedures
 - to report all problems, concerns, criticisms, and compliments to the Community Recreation Coordinator
 - Work as a team with other staff during program and special events.
 - Perform other duties as requested by the Community Recreation Coordinator or the Director of Yarmouth Recreation.
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