



NORTH CLACKAMAS

PARKS & RECREATION DISTRICT

Senior Recreation Leader

The North Clackamas Parks and Recreation District has a need for a hard-working, competent employee to lead our youth summer camps. This is a seasonal, non-benefited position with employment starting in late May or early June and ending in late-August.

Responsibilities:

Responsible for leading staff and participants in recreation and sports activities, programs, special events and camps at parks, schools, and community facilities. Specific duties may also include, but are not limited to:

Office responsibilities:

- Assisting with the design or re-design of camp curriculum as needed for new and/or existing camps.
- Assisting with the selection and ordering of camp supplies and materials.
- Creating camp check-in sheets and emailing standardized camp communications to participant families on a weekly basis.
- Camp supply and classroom organization and inventory.
- Prepping and organizing camp supplies for each week's camp

On-site camp responsibilities:

- Leading participants and camp staff in organized games, sports activities and arts and craft activities.
- Set-up and clean-up of activities.
- Maintaining a safe recreational environment, effectively communicating rules and ensuring program participants and camp staff follow all rules and guidelines.
- Enforcing and explaining NCPRD program policies and procedures to participants and parents/guardians to ensure a safe and enjoyable recreation environment for all.
- Completing daily staff reports and keeping records regarding accidents and incidents that occur on park grounds or in school or community facilities.
- Establishing positive working relationships with participants, parents and co-workers.
- Communicating directly with youth and adults. Providing excellent customer service and communicating in a positive manner with all age groups.
- Opening and closing of facilities as required including performing general cleaning duties of areas used during programming.
- Representing NCPRD Sports and the Parks District in a professional manner.

Qualifications:

- Combination of education and experience that provides the knowledge, skills, and abilities to perform the position responsibilities. Previous summer camp, sports, or recreation lead experience is desirable. College students are highly encouraged to apply.
- Ability to conduct various physical recreation activities involving walking, running, bending, stooping, jumping and reaching.
- Ability to lift and carry up to 50 pounds.

- Ability to deliver excellent customer service and communicate in a positive manner with all age groups.
- Ability to maintain order and effectively communicate program rules.
- Must be able to work in a variety of weather conditions with exposure to the elements.
- Bilingual (English/Spanish or English/Russian) a plus, but not required.
- Ability to pass First-Aid/CPR certification within 30 days of hire. Training and certification is provided free for all employees.
- Will be required to pass a criminal history background check.
- Must possess a valid Driver's License and have reliable transportation.

Hours and Compensation:

- Must be able to work Monday – Friday between the hours of 7 AM - 5 PM. Typical shifts are 8 AM and 4:30 PM. Applicants must be flexible and be prepared to commit to working through the end of the summer camp season. Approximate duration of this position is Monday, 6/5 – Friday, 8/18 with a mandatory all-staff training day on Saturday, 6/17. There is some flexibility for this position to start the 2nd week of June, if needed.
- Vacation requests for this position are extremely limited. Chosen candidates must be willing to commit to working each week of the summer camp season: 6/26 – 8/18.
- Number of hours per week can vary, but are typically 35-40.
- Hourly compensation starts at \$17.45 per hour.

To Apply:

Candidates should email their resume to Joni Glenn at jglenn@ncprd.com. Please indicate the position you are applying for in the email subject line.