



30 – 40 hours/Week
18yrs +

Explorers Day Camp
Lead Teacher
Seasonal/Temporary
Dates: June – Late Aug.

Classification Elements

Under the direction of the Recreation Supervisor, and the Day Camp Supervisor, the Lead Teacher is responsible for the daily direction of site staff and program participants. The Day Camp Lead Teacher will plan, implement, lead and evaluate daily recreational activities for children ages 5 – 12 attending the City of Moses Lake day camp program.

General Assignments

1. Full-fill all duties of the Site Supervisor in his/her absence.
2. Assist in developing, organizing and implementing all aspects of the summer day camp program for youth ages 5 – 12.
3. Plan and teach various activities including, but not limited to arts and crafts, nature oriented activities, games, sports, and songs.
4. Serve as a positive role model for other staff and program participants at all times.
5. Work closely with other staff in an enthusiastic, cooperative and supportive manner.
6. Assist the Site Supervisor in maintaining a 1:10 ratio and staff hours.
7. Assist the Site Super Supervisor in following all program policies and procedures.
8. Maintain safety of participating children and staff at all times.
9. Render first aid in case of minor injury.
10. Plan implement, and lead the main activity for each day. Work with other staff to coordinate snack and a variety of other daily activities.
11. Assist the Site Supervisor in the implementation of behavior management plans for the entire program and individual participants.
12. Clean program areas and store equipment and supplies at the end of each day.
13. Assist with the preparation and maintenance of required reports.
14. Attend required staff training and other meetings.
15. Maintain professional image and positive attitude at all times.
16. Perform other tasks and duties as assigned by the Site Supervisor, Recreation Supervisor, Recreation Superintendent and Parks and Recreation Director.

Knowledge and Abilities

Knowledge:

1. Children, sports and recreational activities.
2. Good judgment, understanding, and emotional stability.

Ability To:

1. Interact with general public.
2. Interact with participants.
3. Get along with others and work as a member of a team.
4. Foster collaborative group process and efficiently use resources. .
5. Maintain confidentiality.
6. Anticipate and prevent accidents.

7. Comply with program policies.
8. Demonstrate a strong sense of personal ethics along with a high degree of professional judgment and discretion.
9. Communicate with supervisor for program and personal needs.

Education and Experience

1. Educational background in recreation, education, or child development preferable.
2. High school diploma or equivalent.
3. Experience interacting with children and public is highly desirable.

Licenses and Other Requirements

1. Current First Aid/CPR certifications are required or willing to obtain within the first week of hire.
2. Must be 18 years of age or older.
3. Food handler's card, or willing to obtain within the first week of hire.
4. Ability to successfully pass a background check.

Working Conditions

Environment:

1. Indoor & outdoor environment.
2. Working varied hours including mornings or evening shifts and some weekends.

Physical Abilities:

1. Be able to be active with children and provide clear instructions.
2. Climbing ladders.
3. Standing for extended periods of time.
4. Lifting heavy objects weighing fifty (50) pounds.
5. Reaching overhead and above shoulders.
6. Kneeling or crouching.
7. Hearing and speaking to communicate information.
8. Reading and writing to communicate information.
9. Seeing to monitor activities.
10. Sensing hot and cold.
11. Ability to swim or wade in water.

Hazards:

1. Exposure to heat and cold.
2. Exposure to electrical equipment.
3. Exposure to sharp equipment.
4. Exposure to cleaning materials and chemicals.
5. Exposure to body fluids.
6. Exposure to ill people.

POSITION DEADLINE:

Wednesday, May 23, 2018 at 5:00pm. For further information contact the Moses Lake Parks and Recreation Department at 509-764-3805. City Application, Resume and Cover Letter required. Apply at Moses Lake Parks and Rec. Dep. 411 S. Balsam St, Moses Lake, WA 98837.