



CITY OF URBAN DALE
invites applications for the position of:
Kids Kamp Supervisor

SALARY: \$9.86 - \$12.05 Hourly

OPENING DATE: 01/10/19

CLOSING DATE: 03/15/19 11:59 PM

SUMMARY DESCRIPTION:

Supervisor plans, directs and organizes a summer youth recreation program in Urbandale. **35-40 hours/week from June - August.**

ROUTINE JOB DUTIES/RESPONSIBILITIES:

- Conducts activities, games, crafts, field trips, etc. for children 6-11 years old.
- Trains and supervises volunteer and paid assistants.
- Encourages children to participate in group activities.
- Keeps records of program activities.
- Prepares news releases and promotion on recreation activities.
- Maintains necessary supplies, including purchasing and inventory.
- Works within a set budget to purchase equipment and supplies.
- Conducts staff meetings.
- Checks to see that equipment, buildings and sites are cleaned up and in proper order.
- Prepares staff time cards and files with appropriate personnel each Friday.
- Maintains attendance on program participants.
- Maintains current participant's emergency information.
- Supervises activity site.
- Acts as a liaison between Recreation staff and the Parks and Recreation Department.
- Submits reports on attendance, accidents, vandalism, and hours worked on regular time scheduled.
- Attends training sessions and other meetings as required.
- Performs related work as required.

TYPICAL QUALIFICATIONS:

HS Diploma or GED and at least one year of post-secondary education. Prior experience with children or in recreation or related field is preferred. Must be at least 18 years of age and have a current, valid driver's license.

Must be able to communicate with children, program participants, parents, the public, program assistants and the supervisory staff, have a desire to work with and help children, and be able to direct and motivate staff.

SUPPLEMENTAL INFORMATION:

Post offer drug screen required. Note: Persons with disabilities must submit requests for ADA accommodations to the Human Resources Department, in writing, prior to the application deadline.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.urbandale.org>
kkanne@urbandale.org

Position #19-Kids Kamp Sup-01
KIDS KAMP SUPERVISOR
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