

*Camp Tahattawan Specialists*  
*Music, Art, Sports, Science*

**Position Purpose:**

Camp Program Coordinators must have the ability to work harmoniously with the participants and general public. In addition he/she is responsible for ensuring a fun and safe environment for all camp participants.

**Supervision:**

*Supervision Scope:* Exercises considerable initiative, creativity, and independent judgment in planning and running camp specialists. Works in conjunction with the Camp Director to formulate decisions about program specifics.

*Supervision Received:* Works under the direction of the Camp Director. Assumes moderate responsibility for achieving program goals for objectives. Works with considerable latitude for independent judgment and action.

*Supervision Given:* Has some supervisory responsibility toward staff; high levels of supervision is given to camp participants.

**Job Environment:**

Work is performed in typical camp conditions and moderately noisy with frequent interruptions.

Interacts frequently with town residents, parents and department staff.

Errors in judgment may result in possible personal injury to campers. Duties require appropriate judgment and discretion and knowledge of subject

**Essential Functions:**

Responsible for the direct supervision, safety, and discipline of all Camp participants.

Responsible for the planning and implementation of their individual specialized Camp Program, with special attention to activities planned, (i.e. Arts and Crafts, Music and Drama, Science, and Sports).

Assists in overseeing children on field trips and special events.

Reports any suspicion of abuse or neglect of Camp participants to the Camp Director.

Provides guidance and leadership to Camp participants and Camp staff members, as needed.

Conducts oneself in a professional and courteous manner.

Meets with the Camp Director and/or Director of Parks, Recreation and Community Education as needed.

Attends any and all in-service trainings.

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Performs other duties as assigned by the Camp Director.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

**Art:** Bachelor's Degree in education or art studies plus two years of supervisory Camp experience. Artwork should be recognized or shown in studio or collegiate art shows. Must be at least 20 years of age at time of hire.

**Science:** Bachelor's Degree in education or science, Master's Degree in the field of science preferred, plus three years of supervisory camp experience. At least two years working in the science field with school-aged children. Ability to work with chemicals in an experimental atmosphere. Must be at least 21 years of age at time of hire.

**Music:** Bachelor's Degree or two years of undergraduate study in education or music. Working knowledge of several instruments, experiences playing in front of crowds, plus two years teaching music to youth. Must be at least 20 years of age at time of hire.

**Sports:** One year of undergraduate study in education, movement science, recreation or related field. Must have working knowledge of various sports. Must have played in two or more organized sports leagues. Experience working with children is mandatory. Must be at least 19 years of age at time of hire.

**Special Requirements:**

Current American Red Cross and/or American Heart Association First Aid/CPR/AED for the Professional Rescuer certifications.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must lift/move objects weighing up to 25 pounds. Must be able to access all camp areas. Communicates verbally and in writing. Manually operates all camp equipment. Vision and hearing at/or correctable to normal ranges.

Duties include supervision of children. Camp Program Specialists must meet the minimum age qualifications to be considered eligible for employment.

***(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)***