



## GREENFIELD PARKS AND RECREATION

280 North Apple Street

Greenfield, Indiana 46140

Park's Phone: 317-477-4340 Senior's Phone: 317-477-4343

FAX: 317-477-4341

Website: [www.greenfieldin.org](http://www.greenfieldin.org) Email: [parks\\_rec@greenfieldin.org](mailto:parks_rec@greenfieldin.org)

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### Mayor

Brad DeReamer

### Parks and Recreation Board

Rick Roberts

Christina Coe

Jill Carr

Dan Riley

Tim Tapp

### Administration

Tracy Doyle

Superintendent

Sharon Johnson

Administrative

Assistant

Jeremiah Schroeder

Program Director

Heather Short

Registrar

Kim Voorhis

Senior Coordinator



## JOB DESCRIPTION: Summer Kid Kamp Group Leader-Counselor

### DEPARTMENT: PARKS & RECREATION DEPARTMENT

**HOURS OF WORK: 7:00 AM – 6:00 PM, M-F, MAY –AUGUST, 4 days/week**  
(hours vary between AM and PM shift)

**SALARY: \$8.50 per hour**

### WORK INVOLVED

Serves as staff member for the City of Greenfield Parks and Recreation Department. Responsible for the supervision of assigned age group. Exercises leadership techniques and skills with group members at all times. Plans and implements organized methods of play during scheduled time of day. Responsible for the safety of each participant in assigned group. Performs park/facility maintenance and policing debris. Responsible for coordinating, planning and implementing projects, arts & crafts, plays and/or presentations for summer Kid Kamp special events. Maintains rosters, attendance forms, dismissal forms, incident report forms and accident report forms as required by the Department. Directly responsible to the Kid Kamp Director(s). Punctuality and regular attendance are essential functions of this position. Employee is evaluated on a formal basis a minimum of two times and has performance observation evaluations on a daily basis. All employees are required to be familiar with all meeting agenda topics and all issued manuals. This is a temporary position, which carries no formal employee benefits.

### JOB REQUIRMENTS

Must have completed 11<sup>th</sup> grade with a high school diploma/GED preferred. Must possess at least one (1) year experience in working with groups of children, planning, organizing, and conducting simple recreation activities and games. Previous summer Recreation Leader experience is preferred. Experience in programming day camp activities, implementing games, special events, and athletic tournaments is preferred. Good knowledge of leadership techniques is required. Knowledge of the care and use of recreation equipment is required. Knowledge of basic first aid and ability to observe necessary precautions to secure the safety of recreation participants and be able to render first aid in the case of minor injury is required, with CPR certification required. Ability to get along well with fellow employees and participants is required. All other duties as assigned by "Kid Kamp" Director(s) and/or Parks Department Program Director. Employee is required to work all hours scheduled shifts to completion for the entire program season/session unless otherwise authorized by the Kid Kamp Directors and/or the Parks Program Director. No vacations are permitted during program season/session. All Employees must sign and agree to all pre employment stipulations.

### PHYSICAL DEMANDS

While performing the duties of this job, the Employee is frequently required to walk, sit, talk, or hear. The Employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The Employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The Employee must occasionally lift and or move objects up to 50 lbs. Specific vision abilities required by this position include close vision, color vision, and the ability to adjust focus. While performing the duties of this job, the Employee occasionally works in outside weather conditions and may be exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

### EMPLOYMENT STIPULATION(S)

Any hired applicant may be terminated at any time. All hired applicants agree to conform to the Greenfield Parks and Recreation rules and regulations. Employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either the Employee's or the Greenfield Parks Department option. Terms and conditions of employment may be changed, with or without cause, and with or without notice, at any time by the Greenfield Parks Department.