

Town of Grand Chute Classification Specifications

Department:	Public Works	Pay Grade:	Seasonal
Position Title:	Summer Adventure Camp Program Assistant	FLSA:	N
Reports To:	Parks Foreman	Date:	January 2019

PURPOSE OF POSITION

The purpose of this position is to assist with the planning of the activities for the Summer Adventure Camp Program and supervise the program participants as they perform the daily activities and field trips, under the supervision of the Summer Adventure Camp Supervisor.

ESSENTIAL DUTIES AND QUALIFICATIONS

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. The Town of Grand Chute retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions and Job Duties:

- Assists with program participants
- Assists in the planning of playground activities/special events
- Assists with daily park program, field trips and special events
- Interacts with participants, leads participants in activities
- Maintains a safe play environment
- Attends staff meetings
- Shall wear Parks and Recreation staff T-shirts
- Work closely with the Public Works Department staff to ensure all department rules and policies are observed
- Report to work as scheduled

Job Qualifications:

- CPR/First Aid Certification
- Ability to instruct and demonstrate games and sport techniques
- Ability to instruct and demonstrate arts and crafts activities
- Ability to effectively supervise and maintain control of program participants
- Ability to understand and effectively carry out oral and written instructions
- Ability to establish and maintain effective working relationships with fellow staff members and the public in a courteous and tactful manner
- Strong oral and written communication skills

- Ability to operate computer and software used by the Department
- Experience working with school aged children
- Adhere to Town of Grand Chute and Departmental policies and procedures
- Must have and maintain a valid driver's license and be able to drive a vehicle
- Ability to work in an outdoor setting where exposure to environmental factors such as temperature variations, inclement weather, odors, noise, or dust that may cause discomfort and where there may be a risk of injury.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Must be at least seventeen (17) years of age. Prior responsible work experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities with relation to working with and supervising activities for children ages 4-12.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to follow specific instructions and respond to simple requests from others.
- Literacy in English with the ability to understand and carry out oral and written instructions and posted schedules
- Ability to establish and maintain effective, harmonious, cooperative and productive working relationships with other employees and to effectively communicate with the public, contractors and customers

Mathematical Ability

- Ability to add, subtract, multiply and divide

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria

PHYSICAL REQUIREMENTS

- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus
- Ability to perform the duties of this job while involved in some combination of sitting, standing, walking, climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling
- Ability to recognize characteristics of forms, sounds, odors and textures associated with job-related objects, materials, and tasks

The Town of Grand Chute is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature _____ Supervisor's Signature _____

Date _____

Date _____