

CITY OF FREMONT
An Equal Opportunity Employer

POSITION DESCRIPTION

Class Title:	Recreation Camp Leader	Position Title:	Recreation Camp Leader
Class Number:		Employee Name:	
Dept./Division:	Recreation	Civil Service Status:	Unclassified
Reports To:	Recreation Camp Supervisor	Employment Status:	Seasonal
Pay:		FLSA Status:	Non-exempt

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

Completion of or actively working toward completion of secondary education, plus related previous work experience; or equivalent.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license, First aid and CPR certifications.*

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, miscellaneous office equipment, hand tools, cleaning equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: For purposes of O.R.C. 4167.

The employee: works with and around standard office equipment; works with and around athletic equipment; may work under adverse weather conditions; may occasionally be exposed to unruly members of the public.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. Responsible for scheduling and conducting of recreation camp activities, craft shows, special events, and outings; responsible for program area clean up and care of all department property and equipment.
2. Supervises assigned program participants (e.g., enforces program rules to maintain a safe environment; responds to disciplinary problems; etc.).
3. Maintains records of participants and activities.
4. Maintains required licensures and certifications.
5. Demonstrates regular and predictable attendance.
6. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
7. Must be able to work early mornings, evenings, weekends, and holidays.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment).

Knowledge of: recreation programs; park and recreation facilities, equipment and supplies; athletics; recreation management and administration; public relations; organizational goals and objectives*.

Skill in: motor vehicle operation.

Ability to: handle public contacts in a courteous manner; prepare and maintain accurate documentation; add, subtract, multiply and divide whole numbers; communicate effectively; travel to and gain access to work site.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)