APPLICATIONS ACCEPTED UNTIL FILLED

Salary: $10.73 hour – Seasonal/no benefits

**Summer Camp Worker**

**JOB SUMMARY**

*This position is designated safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.*

Under the general supervision of Neighborhoods in Action Community Outreach Specialist, this is a part-time (seasonal) position, without benefits, assigned to Neighborhoods in Action in the City of Midwest City.

**RESPONSIBILITIES AND DUTIES**

1. Assists in the before and after preparation and clean-up for recreation activities/classes/events.
2. Responsible for assisting program participants, which are children.
3. Provides consistent, courteous, and unbiased contact with public to establish and maintain amiable community relations.
4. Responsible for proper use and care of materials, supplies, equipment, and facilities.
5. Responsible for assisting and establishing activities within perimeter of program.
6. Complies with established safety policies, practices, and procedures.
7. Performs other duties as required.

**JOB REQUIREMENTS**

1. Experience and knowledge in assisting with recreational activities.
2. Ability to read, understand, and follow both verbal and written instructions.
3. Ability to legibly and accurately record numeric and narrative information and to write reports in English.
4. Ability to understand and to follow and explain applicable rules, regulations, policies, procedures, laws and ordinances.
5. Ability and willingness to work both independently and cooperatively with others.
6. Ability and willingness to work in an environment that has frequent interruptions and is, at times, noisy and unstructured.
7. Ability to identify and a willingness to assume responsibility for reporting, in an accurate and timely manner, situations or conditions which may pose health, safety and/or security hazards.
8. Ability and willingness to tactfully and consistently explain rules, regulations, policies, and procedures.
9. Ability to make decisions based on established policies and procedures.
10. Ability to load and unload equipment for activities, with limited assistance.
11. Ability to provide direct supervision of campers.

**OTHER SIGNIFICANT FACTS**

This classification is a “safety-sensitive” position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and
Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a “safety-sensitive” classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse you from the testing process, or the consequences of testing positive for marijuana.

DIFFICULTY OF WORK

The nature of the work involves assisting in the development and coordination of diversified youth recreational activities. Worker must be able to help coordinate a variety of activities and possess good organizational skills.

INTERPERSONAL RELATIONS

Worker comes in contact with other employees and the general public (children and their relatives) on a daily basis. Worker will come in contact with citizens and may experience interpersonal conflicts. Social skills are very important in these situations, if they occur.

WORKING CONDITIONS

The employee works indoors and outdoors, sometimes being exposed to various weather conditions. The employee is subject to intermittent exposure to moderate/loud noises generated by participants involved in various activities/classes or events and frequent interruptions. The employee would be subject to local travel.

PHYSICAL EFFORT

Moderate physical activity is required.

1. Speech and hearing enough to communicate clearly and distinctly in person and by telephone in an environment which is noisy and loud at times and has frequent interruptions.
2. Near vision enough to read various written documents, such as labels, instructions, rules, policies, etc., and to manually complete various forms and reports.
3. Far vision enough to distinguish unsafe or inappropriate activities and conditions in and around site.
4. Flexibility to bend, twist, reach and stretch to perform a wide variety of manual and recreational tasks such as picking up broken glass, assisting by helping participants with activities, and other tasks that may arise.
5. Strength enough to lift, push, pull and carry objects weighing 25 to 100 pounds.
6. Stamina to exert oneself physically throughout the day.
7. Visual color discrimination enough to distinguish colors in supplies, materials, and equipment used in recreation activities, such as arts and crafts.
8. Manual dexterity enough to perform a variety of tasks such as assembling materials, gathering and moving equipment, demonstrating the use of supplies and equipment, and sweeping, mopping, and cleaning.
9. Finger dexterity enough to grasp, place, move, and use a variety of small objects ranging from pens, pencils, markers, scissors, paint brushes, tacks, chalk, needles and thread, silk flowers, etc.
10. Mobility enough to move body from place to place to assist participants with various activities such as tennis, basketball, and carrying items for activities.
11. Good body coordination enough to move the arms, legs and torso together in activities where the whole body is in motion, such as fitness and aerobics.
SUPERVISION
Under the direct supervision of the Neighborhoods in Action Community Outreach Specialist.

EDUCATION AND EXPERIENCE
Experience in working with children and assisting with recreational activities.