



**CITY OF GUNNISON
PARKS AND RECREATION DEPARTMENT
SUMMER ADVENTURE CAMP MANAGER**



GENERAL STATEMENT OF DUTIES:

The successful applicant for this position will manage and oversee the City of Gunnison Recreation Department's Summer Adventure Camp.

EXAMPLES OF DUTIES:

Under the supervision of the Recreation Coordinator, the Camp Manager is responsible for the safe operation and instruction of all day camp activities in accordance with camp policies. The Camp Manager supervises 1) 20-25 camp participants, 2) 2-4 part-time staff, 3) scheduling of activities, 4) evaluating staff, 5) check-in and check-out, and 6) evaluation of the program. The Camp Manager will also provide the proper planning, execution and evaluation of the day-to-day programmatic and logistical operations of the Summer Camp activities. The Camp Manager will need to have a focus on safety and FUN while working with camp participants, and have work to build strong relationships with participants, parents and co-workers. The camp runs Monday-Friday from 7:30 am – 5:30 pm. Normal schedule will be 40 hours per week and scheduled within the Monday-Friday work week.

EDUCATION AND EXPERIENCE

Bachelor's degree with a major in Recreation, Physical Education, Outdoor Education, Elementary in Early Childhood Education preferred. A current college student holding a junior status or higher would be considered if they have 6 months of full time work with children in a verifiable position (education or training in work with school-age children in such areas as recreation, education, camps, school, or coaching environment).

CERTIFICATIONS, LICENSES AND OTHER SKILLS

Possession of First Aid and CPR Certifications Required.

Valid Driver's License Required.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Camp Manager must be ambitious with outstanding organizational, human relations, and programming skills. Punctuality, computer literacy, effective verbal and written communication, and leadership amongst staff will be essential skills held by the Manager. Extensive experience working with children ages 6-12.

ENVIRONMENTAL AND PHYSICAL CONDITIONS:

The position of Camp Manager will be required to walk 5+ miles some days with extended standing, talking and managing of children. Camp activities will require the Manager to be familiar and comfortable with swimming, hiking, climbing, outside park play, indoor arts & crafts and traveling via foot and van to other areas in Gunnison & Crested Butte. May be required to perform physical recreational activities such as running, jumping, climbing stairs, crawling, bending, and reaching.

Requires the ability to lift and carry items up to 50 pounds on a frequent basis.

Work environment is both indoors and outdoors

SALARY RANGE

Starting pay is \$13-14 per hour based on experience.