



---

## JOB DESCRIPTION: YOUTH CAMP AIDE

---

**Primary Responsibility:** The Youth Camp Aide helps to plan and implement the Youth Camp activities for children 5-12 years, and is responsible for helping with the care, education and recreational activities of all participating children. The aide is responsible for direct implementation of the curriculum as designed by the Assistant Director Parks & Recreation. Other duties include general clerical work; ensuring program complies with State standards; parent communication and program promotion.

**Supervised by:** Assistant Director Parks & Recreation

**Supervises:** N/A

**FLSA status:** Non-Exempt

### Main Job Duties:

- Assist in implementing curriculum and activities for Youth Camp, including the coordination of transportation, field trips, events, participants and the use of other facilities.
- Establish and maintain a safe and healthy learning environment; prevent accidents and illness; post appropriate information to ensure the safety and well-being of children; design appropriate room arrangement to support the care, educational, and recreational goals of the program.
- Assist and occasionally lead program participants in daily activities including organized play, structured classes, and other programs as they are developed.
- Supervise children to ensure positive interaction with each other.
- Maintain even control of classes and resolve disciplinary problems.
- Attend to the care and well-being of each child.
- Communicate with parents, children and staff.
- Assure safety and cleanliness of all work areas, including housekeeping duties, restrooms, and storage of materials.
- Perform general duties necessary to the success of the Youth Camp program.

**Additional Job Duties:** Performs other appropriate functions as assigned by the Assistant Director Parks & Recreation and/or the Director – Parks & Recreation pertaining to the Youth Camp program.

**Qualifications:**

- Education: High School graduate or equivalent.
- Must be a minimum of 16 years of age.
- Ability to:
  - (a) Accurately and effectively transmit and receive information that is necessary to the accomplishment of goals and objectives, including effective written and oral communications in English; and the ability to listen.
  - (b) Establish and maintain courteous and effective working relationships with employees, children and parents, the public and other agencies. Requires the ability to deal with people beyond giving and receiving instructions.
  - (c) Understand and follow moderately complex oral and written instructions.
  - (d) Work efficiently and effectively as a team member within the department.
  - (e) Exercise independent judgment and critical thought.
  - (f) Demonstrate self-motivation in resolving issues without awaiting a directive.
- Must possess:
  - (a) Excellent skills in organization of time and responsibilities.
  - (b) A genuine liking for children, respecting them as individuals.
- Must pass background check including Central Registry (Trails) and CBI fingerprint checks.

**Certifications:**

- Current First Aid & CPR and Universal Precautions certification or successful completion of such training within 90 days of employment.

**Mental/Physical Requirements:**

- Ability to:
  - (a) Sit, walk, stand, stoop, kneel, crouch, crawl, run, jump and lift.
  - (b) Exert very moderate physical effort in light work frequently, typically involving some combination of stooping, kneeling, bending, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-25 pounds). Ability to repeatedly lift children and equipment up to 40 pounds occasionally, and to bend and kneel to child's eye level.

(c) Perform without additional assistance, all physical movements necessary for Youth Camp administration.

- May be exposed to outdoor weather conditions, including summer sun and temperatures.

**Experience:**

- Demonstrate the ability to work with school-aged children.
- Experience working with children of diverse social, cultural and economic backgrounds.

---

I, \_\_\_\_\_ have read the above job description for the **Gilpin County Youth Camp Aide**. To the best of my knowledge I am able to perform all duties of the job as described.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date