



City of
Golden

Volunteer Opportunity

02/15/2013

JOB TITLE: Volunteer Junior Day Camp Aide
DEPARTMENT: Parks & Recreation
JOB REFERENCE: 13-24
POSITION TYPE: Seasonal; Anytime M-F from 8am – 6pm
CLOSING DATE: Open Until Filled

A City of Golden Volunteer Application must be submitted for consideration.

SUMMARY

Under direction of Day Camp Coordinator and Day Camp Leaders assists and leads a variety of activities for the Golden Parks and Recreation Department's Day Camp Program for children 5-12 years of age.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Under supervision, assists in a variety of day camp activities including administrative support, activity setup and clean up, and game/activity instruction as needed.

Follows and enforces all department and camp policies, rules, and regulations while maintaining a friendly and professional attitude. Helps provide a safe camp environment.

Under supervision, maintains cleanliness of facility and organization of materials and equipment in accordance with the Colorado Department of Human Services Rules Regulating School-Aged programs and Golden Parks and Recreation Department's policies.

Communicates to supervisor, information about camp activities and camper successes and concerns.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE

Must be at least 13 years of age prior to start date. Prior experience with children ages 6-12 preferred. Ability to follow simple instructions and communicate information to participants. Ability to recognize safety concerns and communicate to supervisor immediately. Ability to interact with different age and interest groups and handle several activities and multiple tasks. Ability to swim a plus. First aid and CPR certification preferred.

MATERIALS & EQUIPMENT DIRECTLY USED

Playground, children's and sports equipment.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job.

While performing the duties of this job, the volunteer is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The volunteer frequently is required to sit. The volunteer is occasionally required to climb or balance. Duties require moderate movement and physical effort; discomforts and hazards are minor and controllable. The ability to swim is preferred.

The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this job.

While performing the duties of this job, the volunteer is regularly exposed to outside weather conditions during summer months. The volunteer is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually loud.

The City of Golden does not discriminate on the basis of race, color, national origin, gender, religion, age or disability in the provision of services. For disabled persons needing reasonable accommodation to attend or participate in a City service, program or activity, call (303) 384-8000 as far in advance as possible.

**Download a Volunteer Application @
www.cityofgolden.net/work/volunteer**

City of Golden • 911 Tenth Street, Golden, Colorado 80401 • (303) 384-8000