

## **The Department of Parks and Recreation (DPR)**

### **Position Title / Grade / Salary Range:**

Aquatics Lifeguard/ \$13.95 hr

### **Description of duties:**

An aquatics lifeguard protects the health and safety of swimming pool patrons. Requires the ability to interact positively as an effective member of a working team.

#### **EXAMPLE OF DUTIES:**

- Must ensure the safety of all swimmers
- Responsible for surveying the entire pool, deck and pool areas
- Enforce all pool rules and keep other pool staff alert of hideous or potential hazardous situations
- Assist in maintaining the cleanliness and quality of the pool water and carry out other duties as assigned
- Consult the aquatic manager regarding issues with any important equipment required for the rescue of a victim
- Must work well with other aquatics and site staff
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### **Qualifications:**

- At least 16 years of age
- Must possess good leadership and decision making skills
- Ability to work well with the public
- Must be certified in the International Lifeguard Training Program (ILTP) Training Provided

### **Position Title / Grade / Salary Range:**

Little Explorers Assistant Facilitator/ \$13.95 hr

### **Description of duties:**

Little Explorers Camp uses a theme based curriculum, taught by experienced early childhood development staff, with a staff to child ratio of 1:4 to 1:5. Children will participate in daily morning meetings, arts and crafts activities, explorations, Drop Everything And Read (DEAR), games, sports, and choice activities.

#### **EXAMPLE OF DUTIES:**

- Assist Lead Facilitator with all camp functions on a daily basis
- Supervise groups of 3-5 year olds and keep them safe at all times
- Engage with campers for entirety of duty
- Plan, prepare and implement engaging summer camp activities
- Swim and monitor pool safety with campers during all swim sessions
- Use positive strategies and techniques to redirect camper behavior

### **Qualifications:**

## **The Department of Parks and Recreation (DPR)**

- At least 18 years of age
- Available to attend training and work every day of summer camp from June 19 - August 11, 2017
- At least 2 years of experience working with groups of 3-5 year olds
- Leads children by setting a positive example at all times
- Takes direction and feedback with ease and implements tasks with a positive attitude
- Creative, hardworking, energetic, organized, professional, flexible, and team oriented

### **Position Title / Grade / Salary Range:**

Aquatics Customer Service Representative/ \$13.95 hr

### **Description of duties:**

Under the supervision of Aquatics Management, a Customer Service Representatives (CSR) provides front line customer service to patrons and staff and requires the ability to interact positively as an effective member of a working team.

#### **EXAMPLE OF DUTIES:**

- Answer telephones and inquiries regarding DPR Aquatic programs
- Attend to walk in customers
- Perform other duties as assigned or needed

### **Qualifications:**

- 4 year college degree or 2 years of experience in field required
- Working knowledge of computer usage inclusive of Microsoft Office required
- Must be able to identify and solve problems in a fast paced environment
- Ability to work on a team and accept supervisory instruction
- Ability to work well with children, youth, and adults
- Excellent customer service skills

### **Position Title / Grade / Salary Range:**

Sports Health and Fitness Facilitator/ \$16.00 hr

### **Description of duties:**

Sport Camps are aligned to DPR's mantra of "Move. Grow. Be Green." Each day participants will participate in a variety of activities that will encourage and support movement, personal growth, and environmental stewardship. Participants will be taught basic to advanced sport specific skills.

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### **EXAMPLE OF DUTIES:**

- Supervise 20-30 youth ages 8-13 and keep them safe at all times
- Design and implement an engaging daily curriculum inclusive of sports, character education, and indoor/outdoor fun
- Create a structured schedule for each day
- Develop positive working relationships with the site staff
- Swim and monitor pool safety with campers during all swim sessions
- Manage staff and a team of summer youth workers
- Complete daily administrative duties daily (i.e. scheduling, attendance, planning for next day, and emailing)
- Comply with personnel policies for camp staff

### **Qualifications:**

- At least 21 years of age
- Available to attend training and work every day of summer camp from June 19-August 11, 2017
- At least 3 years of experience working with groups of 8-13 year old youth
- At least 2 years of leadership experience
- Experience working at a camp is preferred
- Experience with Character Education preferred
- Ability to lead and engage summer youth workers
- Organized and prompt
- Able to plan and implement engaging activities for children
- Versatile able to instruct multiple sports
- A positive, problem solving attitude in the face of challenges

### **Position Title / Grade / Salary Range:**

Sports Health and Fitness Assistant Facilitator/ \$13.95 hr

### **Description of duties:**

Sport Camps are aligned to DPR's mantra of "Move. Grow. Be Green." Each day participants will participate in a variety of activities that will encourage and support movement, personal growth, and environmental stewardship. Participants will be taught basic to advanced sport specific skills.

### **EXAMPLE OF DUTIES:**

- Assist Lead Facilitator with all camp functions on a daily basis
- Supervise group of 8-13 year old children and keep them safe at all times
- Engage with campers for entirety of duty
- Plan, prepare and implement engaging summer camp activities
- Swim and monitor pool safety with campers during all swim sessions
- Use positive strategies and techniques to redirect camper behavior

## **The Department of Parks and Recreation (DPR)**

- Comply with personnel policies for camp staff

### **Qualifications:**

- At least 18 years of age
- Available to attend training and work every day of summer camp from June 19 - August 11, 2017
- At least 2 years of experience working with groups of 8-13 year old children
- Leads children by setting a positive example at all times
- Ability to plan and implement engaging activities for children
- Versatile able to assist with multiple sports
- Takes direction and feedback with ease and implements tasks with a positive attitude
- Creative, hardworking, energetic, organized, professional, flexible, and team oriented

### **Position Title / Grade / Salary Range:**

Summer Meals Program Food Monitor/ \$15.00 hr

### **Description of duties:**

The Summer Meals Program has served over 1 million meals to children and youth in the District of Columbia. These meals help children throughout the District to get nutrition they need to learn, play, and grow throughout the summer months when they are out of school.

#### **EXAMPLE OF DUTIES:**

- Work with and communicate with office staff and employees on program concerns
- Assist in facilitating, developing trainings and materials for staff
- Employee all partnerships for free summer meal program
- Prepare and submit written and/or verbal reports for supervisor
- Screen route sheets

### **Qualifications:**

- Must be 21 years of age or older
- Must possess a minimum of a high school diploma or GED
- Must possess a valid driver's license and personal vehicle
- Must possess a valid food handlers license
- CPR & First Aide Certificate preferred
- Proficient in Microsoft Office and administrative duties
- Excellent customer service skills
- Ability to operate in a high volume work environment

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### **Position Title / Grade / Salary Range:**

Little Explorers Facilitator/ \$16.00 hr

### **Description of duties:**

Little Explorers Camp uses a theme based curriculum, taught by experienced early childhood development staff, with a staff to child ratio of 1:4 to 1:5. Children will participate in daily morning meetings, arts and crafts activities, explorations, Drop Everything And Read (DEAR), games, sports, and choice activities.

### **EXAMPLE OF DUTIES:**

- Supervise 15-30 children ages 3-5 year old children and keep them safe at all times
- Create a structured camp environment with constant opportunities for learning and growth for children
- Create and implement project oriented activities
- Create a positive environment with high expectations for staff and children
- Provide feedback and direction to staff team to meet camp goals
- Communicate clear and positive expectations and plans to parents
- Implement positive behavior management techniques to redirect camper behavior
- Swim and monitor pool safety with campers during all swim sessions
- Complete daily administrative duties daily (i.e. scheduling, attendance, planning for next day, and emailing)

### **Qualifications:**

- At least 21 years of age
- Available to attend training and work every day of summer camp from June 19 - August 11, 2017
- At least 3 years of experience working with groups of 3-5 year old youth
- At least 2 years of leadership experience
- Proven success creating and leading a safe and structured environment for children
- Ability to plan and implement engaging activities for youth
- Creative, hardworking, energetic, organized, professional, flexible, and team oriented
- Reflective and responsive to feedback
- Comfortable using email as a main form of communication with supervisors

## **The Department of Parks and Recreation (DPR)**

### **Position Title / Grade / Salary Range:**

Discovery Camp Assistant Facilitator/ \$13.95 hr

### **Description of duties:**

Discovery Camp Facilitators will use a theme based curriculum to help children get to know themselves and the world around them. Camp participants will participate in daily morning meetings, arts and crafts activities, explorations, Drop Everything And Read (DEAR), games, sports, and choice activities.

#### **EXAMPLE OF DUTIES:**

- Assist Lead Facilitator with all camp functions on a daily basis
- Supervise group of 6-10 year old children and keep them safe at all times
- Engage with campers for entirety of duty
- Plan, prepare and implement engaging summer camp activities
- Swim and monitor pool safety with campers during all swim sessions
- Use positive strategies and techniques to redirect camper behavior
- Comply with personnel policies for camp staff

### **Qualifications:**

- At least 18 years of age
- Available to attend training and work every day of summer camp from June 19-August 11, 2017
- At least 2 years of experience working with groups of 6-10 year old children
- Leads children by setting a positive example at all times
- Ability to plan and implement engaging activities for children
- Takes direction and feedback with ease and implements tasks with a positive attitude
- Creative, hardworking, energetic, organized, professional, flexible, and team oriented