

Activity Specialist Job Description



Essential Function:

The Activity Specialist needs to help plan, organize, and implement activities. They should have cognitive and communication abilities to make important decisions, plan, and communicate necessary information to campers and staff. Physical abilities to be present, lead camp activities, hike the trails, and handle the environmental conditions of Camp. Incorporate the Columbus Youth Camp model, *Respect Yourself, Respect Others, and Respect Camp* daily. Will work closely with other Activity Specialists, Head Counselors, and Program Director. Activity Specialists report to Head Counselors and the Program Director.

Responsible To: Head Counselor and Program Director

Hours and Pay: 11 weeks of Camp, plus training and up to 40 hours per week
Pay begins at \$15/ hour, Closed on May 27th & July 4th

General Responsibility:

To lead youth in fun, safe, age-appropriate activities such as Arts & Crafts, STEAM challenges, and Field Games. Will work with campers ages 5-12 from the Columbus area representing its basic cultural and socio-economic makeup.

Activity Qualifications:

- Must be at least 18 years old
- Demonstrated experience working with youth
- Enthusiastic when engaging and or assisting youth in activities
- Current CPR and First Aid certified - *preferred* (any other certifications, such as life-guarding, are a plus)
- Ability to perform duties in a professional and organized manner, work well as part of a team
- Ability to lead general recreation activities and supervise youth with an emphasis on safety
- Ability to maintain control of the group and follow the risk management plan
- Must assist with cleaning and maintaining each area
- Must be able to stand for long periods and lift heavy objects of up to 20lbs
- Available 8:30 am to 4:30 pm, Monday-Friday starting May 22nd- August 7th.
- Attend weekly meetings
- **Required Training Dates: May 22-26 2024**
- Required to stay for the camp overnight. *Overnight will have extended hours*

Specific Responsibilities:

- Plan, organize, and implement activities daily.
- Responsible for setting up activities and leading activities
- Ensure the safety of the group
- Keeping the groups on scheduled activities
- Assist with morning meetings by participating in or leading songs, games, and skits
- Be a role model for youth by arriving on time, being respectful towards others, good language, and proper work attire
- Work collaboratively with other staff members to create a safe, positive, and fun environment for campers
- Weekly meetings with the Head Counselor and Program Director to discuss future activity plans
- Create a list of supplies needed and go supplies shopping with the Head Counselor for supplies
- Assist with tear down and clean up at the end of the day
- Provide basic first aid to campers and complete the appropriate injury reports
- Attend staff meetings and training sessions

Interested parties should contact:

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