



City of Spokane Valley
Employment Opportunity
Position: Temporary-Seasonal
Summer Day Camp Assistant Lead Counselor

ABOUT THE CITY: Spokane Valley is a city incorporated in 2003, with a current population of over 105,000 located on the eastern border of Washington State in the heart of the Inland Northwest. We pride ourselves on quality neighborhoods and schools, along with strong business and retail centers. Friendly people, natural surroundings and beautiful weather are part of what makes our community a favorite destination.

ABOUT THE PARKS & RECREATION DEPARTMENT: The Spokane Valley Parks and Recreation Department provides residents and visitors with over 343 acres of unique parks and open areas, a variety of quality recreation programs, community events, CenterPlace Regional Event Center, a Senior Center, and three outdoor pools operated seasonally. The department strives to support strong community values and improve livability by providing and promoting quality recreation areas, programs, and facilities.

ABOUT THE POSITION: Why join our organization? We are a small, hardworking team in the business of building better lives through the power of parks and recreation. Spokane Valley Summer Day Camp is a highly respected program in the area that greatly serves the needs of our communities most precious assets, our youth. The position of Summer Day Camp Assistant Lead Counselor comes with a great deal of responsibility in creating a quality, safe, organized, engaging program. Creating a Summer Day Camp program that enhances the quality of life and creates memorable lasting experiences in the life of a child takes an exceptional leader that is a hard worker, experienced, motivated and has a true passion for working with youth. Summer Day Camp works with children ages 6 - 12 years of age, Monday through Friday, 40 hours a week during the summer months. There will be extensive staff training prior to the start of the camp program. Camp runs mid-June through late August. All staff members are expected to work the full duration of the program.

SELECTED EXAMPLES OF DUTIES: The ideal candidate will have a genuine passion for children. The Summer Day Camp Assistant Lead Counselor works directly with the Lead Counselor to ensure the day-to-day camp operations run smoothly. Safety and supervision of camp participants are the top focus of this program, followed by FUN. The Assistant Lead Counselor needs to be experienced in working in a camp setting or with children in a teaching capacity, a supportive leader, a strong communicator, organized, reliable, detail-oriented, dependable, and professional. Primary duties of this position include but are not limited to:

- Assisting with the planning, developing and coordination of all summer camp daily activities, weekly calendars, lesson plans, supply requests and field trip coordination with the Lead Counselor and Camp staff.
- Attend all weekly staff meetings and take minutes and assist Lead Counselor with staff schedules.
- Actively engage with campers by leading activities and crafts and engage with campers daily.
- Serve as a role model to camp participants and camp staff by demonstrating high standards of personal conduct.
- Provide highest level of customer service to the campers and their parents; and address parent conversations where discipline issues are involved when the Lead Counselor is not able to.
- Prevent accidents and injuries, administer First Aid, and properly report and document all incidents.
- Working through stressful situations utilizing strong communication skills, leadership, teamwork, and patience.
- Prepare, organize, and maintain administrative paperwork as related to summer camp
- Have the ability to follow all Camp and City policies.

DESIRED MINIMUM QUALIFICATIONS: **Education and Experience:** Must be at least 18 years of age, have current First Aid and CPR certifications or the ability to obtain them prior to starting work. 1 to 2 years of previous experience working with or teaching children ages 6-12 years is required. **Necessary Knowledge, Skills and Abilities:** The ability to understand and follow written and oral directions. Must be able to physically play and demonstrate games, work with arts and crafts materials, and work outdoors for extended periods of time in all kinds of weather conditions, lift 20-50 lbs. must have ability to work effectively as a member of a team and effectively communicate with staff and the public. Must show the ability to work cooperatively with other staff and be able to express ideas clearly, both verbally and in writing. Applicants need to be available through late August.

SPECIAL REQUIREMENTS: CPR, First Aid, valid Washington State Driver's License. Successful completion of a background check, including a criminal check, is a requirement of employment at Spokane Valley.

COMPENSATION: Wage will be \$16.78 - \$17.78 an hour and work approximately 40 hours a week for 10 weeks during the summer. This position is ineligible for City sponsored benefits including PERS retirement. However, the position is covered by Workers Compensation insurance and subject to Federal withholdings for Social Security, Medicare and income taxes. This is an at-will, non-represented, FLSA non-exempt, temporary-seasonal position.

APPLICATION INITIAL REVIEW: First Review March 1, 2024; position open until filled.

TO APPLY: Interested and qualified persons are invited to submit a complete City application, résumé, cover letter and list of five (5) work-related references (name and phone number) via our Online Application System. The application form can be found at www.spokanevalleywa.gov click on Employment.

*The City of Spokane Valley has a policy of limiting tobacco use in the workplace.
We are an Equal Opportunity Employer*

PLEASE POST

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