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JOB CLASSIFICATION: Kids Zone Camp Director DEPARTMENT: Parks and Recreation MAC	SALARY: \$14/Hourly Part-time /Seasonal/ Non-Exempt
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JOB DESCRIPTION:

Under direct supervision of the Program Coordinator, the Kids Zone Camp Director will be responsible for planning, developing, executing, and implementing a full program of structured recreational activities for children ages 6-12. They will be responsible for the day-to-day activities, general supervision of the Kids Zone Camp Counselors and various administrative duties.

Hours are primarily in summer; however, seasonal year-round assistance is needed. Hours may not be consistent during non-summer months.

EXAMPLES OF WORK TO BE PERFORMED:

- Plans, develops, and implements all school break camp activities and programs.
- Supervises all Kids Zone Camp Counselors on site.
- Maintains camp records on a daily, weekly, and monthly basis.
- Assists in establishment, preparation, distribution, and enforcement of rules and regulations of camp.
- Receives all complaints and grievances from staff, campers, and parents and takes appropriate action and reports information to the Program Coordinator.
- Interact with children, parents/guardians, and coworkers in a professional manner at all times.
- Fill in for absent Kids Zone Camp Counselors when necessary which includes conducting daily recreational activities for children ages 6-11 such as arts & crafts, field trips, swimming, sports, and other recreational activities for campers.
- Must handle all First Aid and discipline issues with sound judgement and make quick decisions to ensure the safety of all.
- Operate city-owned 15-passenger van for local day trips and field trips.
- Attend mandatory staff trainings and meetings.
- Use ActiveNet software program to manage camp registrations and assist parents with their accounts.
- Perform other assigned duties as required

OTHER DUTIES:

Please note this job description is not designed to cover or contact a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

- Must be at least 21 years of age.
- Must possess valid Texas drivers' license.
- Must be able to commit to all of summer camp. Summer Camp is held May 24 – August 13.
- Must be able to commit to seasonal year-round work during Mansfield ISD school breaks.
- Mandatory orientation and training is required prior to the start of camp. Training will be held in May.
- Ability to work well independently with minimal supervision and in teams.
- Ability to juggle attention to one camper while supervising large groups.
- Good communication skills, both written and verbal.
- Enthusiasm, flexibility, and ability to improvise is a must.
- Ability to use sound judgement in handling discipline issues with campers and to make quick decisions to ensure the safety of all.
- Must have reliable transportation.
- Must be able to work flexible hours. Camp is held Monday-Friday from 7:30a-6p. Occasional weekend hours may be required.
- Experience with cash handling procedures.
- Preferred experience with planning, supervising, instructing, and conducting activities for children ages 6-11.
- Knowledge of Microsoft Windows and Windows applications.

DESIRED TRAINING AND EXPERIENCE:

- Prefer candidate to have completed one year of college courses in recreation, teaching, or related field.
- Prior work experience in a childcare/camp/school environment.
- CPR certified preferred.

ESSENTIAL PHYSICAL FUNCTIONS:

1. The physical activity of this position

- Stooping. Bending body downward and forward by bending spine at the waist.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Crouching. Bending the body downward and forward by bending leg and spine.
- Crawling. Moving about on hands and knees or hands and feet.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.

- Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

2. The physical requirements of this position

- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

3. The visual acuity requirements including color, depth perception, and field vision.

- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures

4. The conditions the worker will be subject to in this position

- The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
- The worker is subject to both environmental conditions. Activities occur inside and outside.
- The worker is subject to extreme heat. Temperatures above 100° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.

MANSFIELD
T E X A S

AMERICANS WITH DISABILITIES

The City of Mansfield complies with the Americans with Disabilities Act of 1990 and it is our policy to ensure that no person is discriminated against based on their disability. The City of Mansfield offers equal employment opportunity to qualified individuals and strictly prohibits the discrimination against qualified individuals on the basis of disability. The City of Mansfield shall provide reasonable accommodations to applicants and employees who are otherwise qualified to perform the essential job duties when doing so does not create an undue hardship for the city.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The City of Mansfield is an Equal Opportunity Employer who is committed to hiring and retaining highly qualified persons and a diverse workforce. The City of Mansfield is mandated by federal law to provide a drug-free working environment for the safety of its employees and the public. All employment is contingent upon passing a post offer pre-employment drug test and/or physical. It is the policy of the city not to discriminate against any person in recruitment, examination, appointment, training, promotion, discipline or any other aspect of personnel administration because of religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, ancestry, marital status, age, gender, veteran, disability or any other basis prohibited by federal, state, or local laws.

