

# **Radnor Township Parks & Recreation Department**

## **Radnor Day Camp / Leader II**

### **Radnor Day Camp Mission Statement**

It is the mission of the staff of Radnor Day Camp to operate in a highly regarded and reputable manner by providing a safe, exciting, and fun environment for all campers that supports their social, emotional, and physical development.

### **Camp Leader II**

Responsibilities of the Leader II include, but are not limited to the responsibility, safety, and direct supervision of their assigned group of campers. Leaders IIs have the additional responsibility of supervising the Leader I within their groups along with managing the group's overall organization and daily operations. The Leader II is responsible for planning, coordinating, and implementing games and activities for their assigned group of campers. The Leader II must be prepared to lead approximately 5 or more games and/or activities each week – specific camp periods are dedicated to Leader-Led Activities for which Leader IIs must be prepared. Leader IIs should demonstrate a high level of communication skills by providing ongoing corrective feedback as needed to their Leader Is throughout the camp session. The Leader II is supervised by the Director and Assistant Director of the camp and by the Radnor Township Recreation Department Staff. The Leader II's performance will be monitored and evaluated for the duration of their employment.

### **Other duties include:**

- Effective leadership and enforcement in relating all Radnor Day Camp policies and procedures, including those related to safety, accountability, logistics, health, and daily operations as they impact camp staff, campers, and families.
- Active participation in daily activities and special events with their campers at all times, including swimming, lunchtime, arrival, dismissal, etc.
- Responsible for the overall daily preparation of plans for the program as requested by the Director of the camp.
- Creative development and promotion of recreational games and activities for the camp group, and planning engaging activities for their camp group during non-Specialty Coordinator-led activities
- Identifying and managing camper concerns, medical or behavioral, and logging these matters appropriately in log books.
- Adhering to all Radnor Day Camp personnel guidelines as outlined in the Camp Staff Handbook.
- Leading and serving as a positive role model for other staff members and campers at all times.
- Reporting to and communicating important information in an expeditious manner, such as staff, camper, and camp family matters (for example, disciplinary or medical in nature), and those related to the camp facilities and operations.
- Attending all required staff meetings.
- Depending on the Leader II's interest and availability, some Leader IIs may serve as bus monitors during the daily transportation to and from camp. The Leader II will be expected to arrive at one of the designated bus stops (3 available options, Clem Macrone Park, Warren Filipone Park, or Radwyn Apartments) and will board the bus in the morning with campers to supervise campers on their way to and from camp.
- Fulfill camp-wide positions as needed at camp.
- All other duties as assigned.

**Qualifications:**

- Knowledge of the theories and philosophies of recreation and the ability to interpret and relate them to participants.
- Excellent interpersonal and written communication skills with the ability to interact effectively and responsibly with participants, parents, staff and supervisors.
- Employee must be at least 16 years of age.

**Employment Parameters:**

- The Leader II is required to work the duration of Radnor Day Camp with no exceptions unless permission is granted prior to the first day of camp. Only under particular circumstances (i.e., emergency, ill health) will the Leader II be granted a leave of absence.
- The Leader II is required to work in various climate conditions (summer conditions) when necessary -- high heat, high humidity, and rain.
- The Leader II respective duties and responsibilities may require prolonged standing, walking, bending over, running, kneeling, and/or lifting children, supplies, and/or equipment.
- The Leader II is required to perform any and all activities associated with the camp program.

**Conditions of Employment/not limited to the following:**

- Radnor Township Employment Application including voluntary disclosure statement.
- Work Permit (ages 17 and under)
- Current Resume with Cover Letter of Interest
- Compliance with Pennsylvania Child Protective Services Laws (CPSL) - this Law requires all employees who are responsible for the welfare of a child or having direct contact with children provide clearances for the following every 60 months (5 years):
- PA Criminal Record Check, PA Child Abuse Clearance, & FBI Fingerprinting Report
- Mandatory, annual background clearance administered through the Township.
- Mandatory Drug Testing
- A check of the National Sex Offender Public Website
- Two reference checks and verification of work history
- In-person interview by Township Staff including the Township Manager (For all New Hires)
- In-person Interview for returning candidates of new positions or candidates taking on additional responsibilities
- Mandatory Training Sessions for all Staff Members
- Current CPR, AED, & First Aid certification (All Staff)
- Mandatory Completed Paperwork