



**JOB OPENING**

<b>JOB TITLE</b>	<b>DAY CAMP COORDINATOR</b>
<b>ABOUT THE CITY OF FARMINGTON HILLS UNPLUGGED SUMMER CAMPS:</b>	<p>We are seeking enthusiastic and responsible individuals to join our team for the summer. You will play a crucial role in creating a positive and memorable camp experience for children. This is a dynamic position that involves a range of responsibilities, including, but not limited to, leading activities, fostering a safe environment, and energetically and enthusiastically participating in activities with campers. Turtle, Otter, and Penguin staff are required to swim with campers Monday – Thursday. Tour Xplore Jr and Scout staff are required to swim with campers at swimming field trips.</p> <p>If you are passionate about creating lasting memories for campers, fostering a positive and inclusive environment, and have the skills to ensure a safe camp experience, we invite you to apply. Join us in making this summer an unforgettable adventure for our campers!</p> <ul style="list-style-type: none"> <li>• Makeup to \$800 per week – Possibly more with Specialty Camps!</li> <li>• Many positions start at \$14 or more per hour.</li> <li>• Incentives include referring a friend, commitment prizes, and a summer rewards program.</li> </ul> <p>Camp Staff have consistent schedules with summer evenings and weekends free</p>
<b>POSTING DATE</b>	February 8th, 2024
<b>CLOSING DATE</b>	<b>Open until filled.</b>
<b>DEPARTMENT/DIVISION</b>	Special Services/Recreation
<b>EMPLOYEE GROUP</b>	Temporary/Part-time
<b>START DATE &amp; WORK SCHEDULE</b>	June 2024 35+ hours per week, Monday-Friday from June through August
<b>PAY RATE</b>	\$15.50-\$17.50 per hour (Depending on Qualifications)
<b>PREVIOUS WORK EXPERIENCE</b>	Previous experience working with children in a camp or recreational setting is required. Degree in education, recreation, or a related field preferred.
<b>EDUCATION:</b>	High School graduate. Some college experience desired. College students majoring in education, recreation, environmental science or related fields preferred

<p><b>SPECIAL SKILLS &amp; TRAINING</b></p>	<ul style="list-style-type: none"> <li>- Must be at least 18 years old.</li> <li>- Strong swimming skills and the ability to swim with and supervise campers in aquatic activities.</li> <li>- CPR and First Aid certification (or willingness to obtain before the start of the camp season).</li> <li>- Positive attitude, patience, and a genuine interest in the well-being and development of campers.</li> <li>- Excellent communication and interpersonal skills.</li> <li>- Ability to adapt to changing situations and problem-solve effectively</li> </ul>
<p><b>BASIC RESPONSIBILITIES</b></p>	<ul style="list-style-type: none"> <li>• <b>Supervision and Safety:</b> <ul style="list-style-type: none"> <li>○ Always ensure the safety and well-being of campers.</li> <li>○ Supervise campers during scheduled activities, meals, and free time.</li> <li>○ Enforce camp rules and guidelines to maintain a secure and inclusive environment.</li> </ul> </li> <li>• <b>Activity Leadership:</b> <ul style="list-style-type: none"> <li>○ Plan and lead a variety of engaging and age-appropriate activities, including games, arts and crafts, and team-building exercises.</li> <li>○ Facilitate group discussions and encourage camper participation.</li> </ul> </li> <li>• <b>Swimming Activities:</b> <ul style="list-style-type: none"> <li>○ Actively participate in swimming activities with campers, ensuring their safety and enjoyment.</li> <li>○ Provide supervision during swim sessions.</li> <li>○ Assist in organizing and implementing water-based games and activities.</li> </ul> </li> <li>• <b>Team Collaboration:</b> <ul style="list-style-type: none"> <li>○ Work collaboratively with fellow camp counselors and staff to coordinate daily activities and ensure a seamless camp experience.</li> <li>○ Attend regular staff meetings and training sessions.</li> </ul> </li> <li>• <b>Camper Engagement:</b> <ul style="list-style-type: none"> <li>○ Foster positive relationships with campers, encouraging camaraderie and teamwork.</li> <li>○ Be attentive to the needs and concerns of campers, providing guidance and support as required.</li> </ul> </li> <li>• <b>Communication:</b> <ul style="list-style-type: none"> <li>○ Maintain open and effective communication with campers, parents, and fellow staff members.</li> <li>○ Report any incidents, concerns, or noteworthy achievements to camp leadership promptly.</li> </ul> </li> </ul>
<p><b>PHYSICAL DEMANDS:</b></p>	<p>While performing the duties of the job the employee is required to stand, sit, kneel, walk, talk, see, hear, and use hands or fingers to reach up &amp; handle objects. The employee lifts and/or moves up to 50 pounds and should be able to work outdoors for extended periods regardless of weather.</p>

**HOW TO APPLY**

All candidates must complete a City of Farmington Hills employment application. Applications are located at [www.fhgov.com](http://www.fhgov.com) or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Applications are also available at The Hawk, 29995 12 Mile Road, Farmington Hills, 48334. Please email the completed application and supporting documents to [hr@fhgov.com](mailto:hr@fhgov.com) or in person to the HR Department for consideration.

***EQUAL OPPORTUNITY EMPLOYER***