



JOB OPENING

JOB TITLE	Day Camp Programmer
ABOUT THE CITY OF FARMINGTON HILLS UNPLUGGED SUMMER CAMPS:	<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"> • Makeup to \$800 per week – Possibly more with Specialty Camps! • Many positions start at \$14 or more per hour. • Incentives include referring a friend, commitment prizes, and a summer rewards program. <p>Camp Staff have consistent schedules with summer evenings and weekends free</p>
POSTING DATE	February 8th, 2024
CLOSING DATE	Open until filled.
DEPARTMENT/DIVISION	Special Services/Recreation
EMPLOYEE GROUP	Temporary/Part-time
START DATE & WORK SCHEDULE	June 2024 40 hours per week, Monday-Friday from mid-May through August.
PAY RATE	\$18.00 - \$20.00 per hour (Depending on Qualifications)
PREVIOUS WORK EXPERIENCE	Previous experience working with children in a camp or recreational setting is required. Degree in education, recreation, or a related field preferred.
EDUCATION:	High School graduate. Some college experience is desired. College students majoring in education, recreation, environmental science, or related fields preferred.

<p>SPECIAL SKILLS & TRAINING</p>	<ul style="list-style-type: none"> - Must be at least 18 years old. - Strong swimming skills and the ability to swim with and supervise campers in aquatic activities. - CPR and First Aid certification (or willingness to obtain before the start of the camp season). - Positive attitude, patience, and a genuine interest in the well-being and development of campers. - Excellent communication and interpersonal skills. - Ability to adapt to changing situations and problem-solve effectively.
<p>BASIC RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • Program Development: <ul style="list-style-type: none"> ○ Develop and implement a diverse and engaging camp program that aligns with the City’s mission and values. ○ Plan and coordinate a variety of age-appropriate activities, events, and excursions to enhance the overall camp experience. ○ Fill in for staff when necessary. • Staff Management: <ul style="list-style-type: none"> ○ Recruit, hire, and train camp staff, including instructors, coordinators, and support personnel. ○ Provide leadership, guidance, and ongoing support to ensure a positive and collaborative camp environment. • Safety and Well-being: <ul style="list-style-type: none"> ○ Implement and enforce safety protocols and procedures to create a secure and healthy camp environment. ○ Monitor camper well-being, address any concerns promptly, and collaborate with medical staff when necessary. • Logistics and Operations: <ul style="list-style-type: none"> ○ Oversee logistical aspects of the camp, including scheduling, transportation, and facilities management. ○ Work closely with vendors, suppliers, and partners to ensure smooth operations and timely delivery of services. • Communication: <ul style="list-style-type: none"> ○ Maintain open and effective communication with campers, parents, and staff through regular updates, newsletters, and meetings. ○ Handle and address any inquiries, feedback, or concerns from parents and stakeholders. • Budget Management: <ul style="list-style-type: none"> ○ Develop and manage the camp budget, ensuring financial sustainability and responsible resource allocation. • Evaluation and Improvement: <ul style="list-style-type: none"> ○ Conduct evaluations of camp programs and activities to identify areas for improvement and innovation. Implement changes based on feedback. Lessons learned from previous camp sessions.

PHYSICAL DEMANDS:	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 & 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.
HOW TO APPLY	All candidates must complete a City of Farmington Hills employment application. Applications are located at 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 or in person to the HR Department for consideration.

EQUAL OPPORTUNITY EMPLOYER