

**CITY OF MIAMISBURG
PARKS AND RECREATION DEPARTMENT**

INFORMAL POSITION DESCRIPTION

Title: **Day Camp Leader**

Minimum Age: Must be at least 18 years old to apply.

Pay Range: Starting at \$8.30 per hour

Illustration of Duties & Responsibilities:

1. Works directly with the Day Camp Director to plan, coordinate, implement and supervise the total operation of the youth summer camp program.
2. Attends all scheduled weekly staff meetings.
3. Monitors and provides a safe environment for day camp participants, staff and visitors.
4. Assists with the inventory, care and maintenance of supplies and equipment.
5. Maintains open communication with other counselors, Assistant Day Camp Director, Day Camp Director, Youth Program Coordinator and Recreation Programmer.
6. At time will be responsible for small groups of children in various locations such as parks, Aquatics Center, and Field Trips.

To request a complete job description, please e-mail
parksandrec@cityofmiamisburg.com