

**ARIZONA RECREATION CENTER FOR THE HANDICAPPED  
(ARCH)**

**JOB DESCRIPTION**

**JOB TITLE:** Summer Day Camp Leader

**RESPONSIBLE TO:** Summer Day Camp Coordinator

**MAJOR RESPONSIBILITY:** To assist the Summer Day Camp Coordinator in the implementation of all Summer Day Camp activities.

**SPECIFIC DUTIES:**

1. Assist Coordinator in the planning, implementation and evaluation of daily Summer Day Camp programs.
2. Organize and implement planned daily and weekly activities in accordance to schedule including clean-up.
3. Assist Coordinator in maintaining complete program plans and attendance sheets to be submitted monthly to the Program Director.
4. Assist in developing transportation schedules and routes and purchasing supplies.
5. Responsible for reviewing all clients information (ISP's) during staff training and orientation prior to children beginning program.
6. Assist in development of comprehensive Day Camp program in accordance with client profiles.
7. Attend regularly scheduled staff meetings.
8. Assist Summer Day Camp Coordinator whenever and wherever needed.

**HOURS OF WORK:** 30-40 hours per week for 10 weeks.

**QUALIFICATIONS:** Knowledge of education/recreation for handicapped individuals; certification in first aid and CPR; working knowledge of safety precautions used in education/recreation work; knowledge of a variety of activities, ability to implement directions given by the Summer Coordinator and ability to work directly with other Summer Day Camp staff and volunteers.

1. Experience at working with special populations.
2. Completion of 30 hours of course work at a college or university of recognized standing.
3. Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**SALARY:** \$8-\$10.50 per hour