



Position Description

Job Title:	Adventure Camp Program Assistant	Reports To:	Adventure Camp Program Lead		
Department:	Parks and Recreation			Date:	February 2025
FLSA Status:	Non-exempt	Pay Grade:	Seasonal A	FTE:	.23

General Job Summary

This is a temporary part-time seasonal summer position (June – August), with typical hours between 8:00am and 4:30pm; Monday through Thursday, and between 8:00am and 12:30pm; on Fridays. This position reports to the Adventure Camp Program Lead and is primarily responsible for assisting with the planning and leading of activities for program participants aged 4 – 12 in the Adventure Camp Summer Park Program.

Duties and Responsibilities

1.	Interact and lead program participants in activities while maintaining a safe environment.
2.	Assist with program participants by instructing and demonstrating games, sport techniques, and arts/crafts.
3.	Assist with daily park programs, plan playground activities, and special events.
4.	Attend Town required trainings and staff meetings.
5.	Work in a manner that is aware of personal safety and the safety of others. Observe safety, health and sanitation codes, regulations, policies, or practices required by the Town or governmental authority.
Perform additional duties as assigned. Regular on-site attendance is required.	

Required Minimum Qualifications

Education & Experience

- At least sixteen (16) years of age.
- Possess and maintain a valid driver’s license and be able to drive a motor vehicle.
- First Aid and CPR certification preferred (Provided by Grand Chute Fire Dept.)

Knowledge, Skills, and Abilities

- Work with children ages 4 – 12.
- Establish and maintain effective working relationships with coworkers and the public in a courteous and tactful manner.
- Effectively carry out oral and written communications and instructions.
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

The Town may consider any equivalent amount of credentials, licensures, training, or experience that provides the necessary knowledge, skills, and abilities to perform the duties and responsibilities of this job.

Working Conditions

- This position is performed in an outdoor setting, possibly in adverse weather conditions.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and responsibilities of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform this job.

- Requires the ability to exert physical effort, typically involving standing, walking, running, stooping, crouching and other activities related to the summer program activities.

Note

The duties and responsibilities listed in this job description are intended to describe the general nature and level of work that may be performed. The omission of specific statements of duties does not exclude them from the job if work is similar, related or a logical assignment to the job. Percentage of time may vary widely depending on the needs of the position during any particular time period.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.