



# BAY CLIFF HEALTH CAMP

CHILDREN'S THERAPY AND WELLNESS CENTER

## **Recreation Instructor Job Description**

(Children's Summer Therapy Camp Session)

The Recreation program at Bay Cliff is designed to give the campers instruction in a variety of outdoor group games and sports. They learn the importance of exercise, following directions, and good sportsmanship as well as creative ways to use leisure time. The Recreation program is part of the Activities Department which includes the Recreation, Arts and Crafts, Performing Arts, and Nature Instructors as well as the Aquatics staff. The Activities Department provides daily instructional classes. While recognizing differences in an individual's background and style, the following outline provides a basic idea of the responsibilities of a **Recreation Instructor**.

**RESPONSIBLE TO:** Activities Director, Executive Director

### **GENERAL RESPONSIBILITIES:**

1. Have fun, enjoy being with children, and enter enthusiastically into camp life, activities, and routines.
2. Plan and develop fun, entertaining, daily lessons that engage the campers in hands-on learning and skill development.
3. Plan and carry out one evening all-camp activity during the summer, with the Activities staff.
4. Keep a notebook of lesson plans, activities, inventory, and ideas as a resource for future instructors.
5. Carry out any other duties as may be assigned by the Activities Director, Program Coordinator, or Executive Director.

### **SPECIFIC RESPONSIBILITIES:**

1. Arrive at camp on the specified day in your contract.
2. Clean and organize work area at the beginning of camp, during, and at the end of camp.

3. Provide a written inventory of supplies and equipment to the Activities Director at the beginning and at the end of camp.
4. Prepare a list of supplies and equipment needed for your planned activities, if they are not on hand, and submit list to the Activities Director.
5. Assess the abilities of children during first week when you will have the opportunity to meet all the campers.
6. Plan seven weeks of activities appropriate to the age level and ability of each child. Campers range in age from 3-17 and disabilities range from mild to complex. These disabilities include physical impairments (i.e., cerebral palsy, spina bifida, etc.), speech-language impairment, hearing loss, and vision impairments. Collaboration with the Therapy Staff is encouraged.
7. Be prepared with activities for rainy days that necessitate holding your classes inside rather than outside.
8. Submit written daily lesson plans to the Activities Director before the start of each week. Solicit ideas for activities from counselors and unit leaders as they know their campers' interests and abilities.
9. Instruct and manage the class sessions which run approximately 45 minutes in length from 9:00-11:45 a.m. and 3:00-5:00 p.m., Monday through Friday.
10. Work with the assistance of the counselors who will serve as aides during the class that their campers are scheduled.
11. Facilitate and assist counselors in setting up weekend activity classes which are done on a sign-up basis for Saturday and Sunday.
12. Be available several times a week to allow staff to check out recreational equipment for campers and for themselves and to assist the Program Director in developing recreational games for staff free-time.
13. Participate in the general camp program. This includes attendance at meals, helping counselors at evening programs, and participating in all-camp activities such as the 4<sup>th</sup> of July celebration.
14. Accept an assignment of Rest Counsel with the campers as needed.
15. Clean and maintain living quarters at the beginning, during, and at the end of camp.

#### **MINIMUM QUALIFICATIONS:**

1. Experience or training in indoor and outdoor recreation. Individuals with a related degree or certified teachers are preferred.

2. High interest and experience in facilitating recreational and/or physical education programs and the ability to communicate that to children on their level.
3. Ability to work with others on staff in a spirit of cooperation, patience, and respect.
4. Flexibility, dependability.
5. Desire to live and work in camp setting.
6. A love of children is a must!

Revised 1/11/2019 by JTW