



**KISHWAUKEE SPECIAL RECREATION ASSOCIATION
CAMP MAPLE LEAF
JOB DESCRIPTION**



JOB IDENTIFICATION:

Job Title:	Department:	Hourly:	Salary/Salary Range:	FLSA:	Benefits:
Junior FUN-cilitator	Recreation	NA	NA	Non-exempt	NA

JOB PURPOSE:

To assist the Camp Maple Leaf Staff with assigned duties during Camp Maple Leaf. This would be someone looking to facilitate FUN in a small group environment.

POSITION QUALIFICATIONS:

1. Must be 12 years or older.
2. Must have an interest and commitment in working with individuals with disabilities.
3. Must be able to accept supervision and guidance from all KSRA staff, this includes asking for permission before making decisions.
4. Must demonstrate an ability to work effectively with KSRA staff and individuals who have a disability.
5. Must be highly motivated and enthusiastic in order to provide a quality experience for those participating in the programs.
6. Must demonstrate dependability, promptness and punctuality.
7. Be a team player, promoting group cohesiveness.
8. Be safety conscious.
9. Preference will be given to applicants who have been a part of a day camp program previously.

ESSENTIAL DUTIES & CONDUCT:

1. Attend orientation prior to the start of camp.
2. Perform assigned tasks in an efficient and prompt manner.
3. Assist Camp Maple Leaf staff in providing a safe, fun and exciting day camp experience for the campers.
4. Be good role models by demonstrating enthusiasm, honesty, and responsibility for the campers.
5. Carefully follow supervisors' job instructions and ask permission before making decisions.
6. Follow safety and health regulations (see employee manual for details).
7. Keep KSRA – Camp Maple Leaf and campers' information confidential.
8. Have respect for everyone and treat them with dignity.



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9. Follow standards of professional ethics.
 - a. Wear adequate and appropriate dress (see volunteer manual for details).
 - b. Maintain good personal hygiene, manners, and personal relations with employees, campers and business contacts.
 - c. Be cooperative and respectful.
 - d. Treat KSRA – Camp Maple Leaf property and all others with care and respect.
10. When you are at KSRA – Camp Maple Leaf, you are expected to give your undivided attention to your duties. Therefore,
 - a. No personal cell phone use during camp.
11. Perform other duties related to the Camp Maple Leaf group leader when necessary, or duties in the best interest of KSRA when requested by the Camp Director or Assistant Director.

PHYSICAL DEMANDS:

PHYSICAL EFFORT:

Camp Maple Leaf Volunteer must, with or without reasonable accommodations, be able to perform the following functions:

1. Active participation in programs.

WORKING CONDITIONS:

The employee will be exposed to outdoor elements. Most activities for Camp Maple Leaf are performed outdoors.

The Junior Facilitator is responsible to bring their own protective gear (i.e. sunblock, bug spray, hat, sunglasses, etc.)

SUPERVISORY RELATIONSHIPS:

DIRECTLY REPORTS TO:

Camp Maple Leaf Director, Assistant Director, Group Leader, or Assistant Group Leader