

**PLEASE POST FOR ALL APPLICANTS TO READ  
Macon Bibb County Government**

**POST DATES: 02/01/2016 to Until Filled**

**EEOC CODE:**

**CLASS CODE:**

**CLASSIFICATION TITLE: Summer Activity Leader (35)**

**Temporary Hire**

**JOB CLASS (GRADE):**

**HOURLY RATE: \$10.03**

**LOCATION: Recreation**

**WORK HOURS: Varies**

**DEPT. HEAD: Reginald Moore**

**WORK WEEK: Varies**

**(X) REPLACEMENT    () NEW REQUIREMENT**

**JOB SUMMARY**

Performs responsible work involving the coordination and direction of recreational summer programs and activities for Macon-Bibb County residents. Activity leaders are responsible for teaching, coordinating, and carrying out activities provided by the center staff and guiding campers in their personal growth and daily living skills.

**DUTIES & RESPONSIBILITIES**

1. Participate in the development and implementation of program activities for campers within the mission and outcomes. Responsible for leading the teaching of activities. Actively participate in all program areas as assigned.
2. Assist in the direction, supervision, and organization of campers in their camper group.
3. Maintain high standards of health and safety in all activities for campers and staff.
4. Be a role model to campers and staff in your attitude and behavior.
5. Represent the camp when interacting with parents or community members.
6. Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
7. Ability to observe camper behavior assesses its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
8. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
9. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

**MINIMUM QUALIFICATIONS**

1. Must be 18 years of age, a high school graduate or equivalent GED with one (1) year or more successful full-time working experience in parks/recreational activities.
2. Must be creative and able to use critical thinking and problem solving skills.
3. Ability to interact with all age levels.
4. Must be willing to work indoors and outside as well as effectively teach and demonstrate the summer camp curriculum.
5. Understanding the development needs of youth.
6. Ability to relate to youth and adults in a positive manner.
7. Demonstrated knowledge and skill in program areas designated camp program areas.

## **WORKING CONDITIONS**

1. Works both in a temperature controlled office environment and outside as required by the job.
2. Work involves sitting, standing, stooping, bending, climbing, lifting light objects
3. May be required to work beyond normal hours during inclement weather or other emergency situations.

## **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **LANGUAGE SKILLS**

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

### **COMMUNICATION SKILLS**

Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees, the general public, and public officials, often involving problem-solving circumstances.

### **REASONING ABILITY**

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light-to-medium demands with intermittent sitting, standing, walking, computer use, and occasional lifting of lightweight objects.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an outdoor work area, although the incumbent is occasionally required to work outdoors and is exposed to inclement weather conditions.

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*If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at [www.maconbibb.us](http://www.maconbibb.us). Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.*

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**