

# CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9632

## **DAY CAMP SPECIALIST**

### NATURE OF WORK

This work involves planning and implementing a variety of recreational programs and activities such as but not limited to nature and ecology classes, archery, arts and crafts, orienteering to campers who have completed 2<sup>nd</sup> grade through 8<sup>th</sup> grade.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Supervises and coordinates activities to promote nature and natural science awareness.

Responsible for the upkeep of each of the area in the park designated for your program/activity such as maintaining the plant and animal life in the nature center, archery targets etc.

Coordinates and lead activities for campers.

Provide instruction for program/activity.

Set equipment out and collect all equipment daily.

Orders supplies for program/activities.

Assists in Friday special activities.

Prepares certificates and awards and distributes them at the Friday programs.

Fills in as camp counselor as needed.

Provides customer assistance, responding to inquiries and complaints.

Cleans facility and grounds.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the science of nature related activities for youth.

Knowledge of the principles and techniques of administering outdoor education.

Knowledge of techniques and rules for programs/activities.

Ability to organize and conduct outdoor classes on biological and/or ecological related topics or classes in a sport or crafts.

Ability to communicate effectively with workmates and the public.

Ability to understand oral and written instructions.

Ability move about the facility 75 to 100% of the workday.

### SPECIAL QUALIFICATIONS

Must be able to work varied times, including some nights.

Must be able to work outdoors all day.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Telephone

Animal Tanks and Cages

Tools and Equipment Relative to Specific Craft

Tools and Equipment Relative to Specific Sport

Walkie Talkies

Golf Cart