

Assistant Team Leader Job Description

Summary of Responsibilities:

Assists the Team Leaders and Director in coordination, organizing and providing recreational activities for youth grades Kindergarten – 6th.

Duties:

1. Assist youth in arts and crafts, games, sports, music, drama and outdoor activities.
2. Ensure the safety of program participants at all times.
3. Assist in maintaining organization of site by completing assigned tasks.
4. Follow instructions efficiently and effectively, requiring minimal guidance while completing assigned duties.
5. Take the initiative to assist site staff in daily activities.
6. Maintain a thorough knowledge of all policies and procedures; make sure policies and procedures are followed at all times.
7. Assist in the supervision of youth while on excursions.
8. Maintain positive environment for program participants.
9. Strive to be a positive role model for program participants.
10. Perform other duties as assigned.

Work Environment:

May work both indoors and outdoors in varying types of weather with exposure to noise, dust, sun and insects/bugs.

Required Knowledge, Skills and Abilities:

1. A desire to work with youth and to interact in a positive manner with children of all ages and abilities.
2. A desire to develop leadership skills, problem solving abilities and decision making skills.
3. Must possess the ability to motivate self and youth in an enthusiastic manner.
4. Must be reliable, honest, creative and willing to follow through on all assigned tasks.
5. Must have reliable transportation to and from camp.

Education, Experience and Qualifications:

1. Must be at least 16 years old.
2. Experience working with youth in areas such as baby-sitting, scouts, church groups, sports or any other volunteer work is preferred.
3. Qualified applicants will possess a clean and professional appearance and attitude.