

DEPARTMENT PARKS & RECREATION- SUMMER JOB OPENINGS

Note: More information can be found at www.summer.dpr.dc.gov. No phone calls please.

Program: Sport Camp

Assistant Facilitator

Application Deadline	Start Date(s)	Wage	Hours Per Week	Must Be Available
April 1, 2016 or until filled	June 6, 2016	\$11.50/hr.	40	Days, Evenings

DEFINITION:

Sport Camps are aligned to DPR’s mantra of “Move. Grow. Be Green.” Each day participants will participate in a variety of activities that will encourage and support movement, personal growth, and environmental stewardship. Participants will be taught basic to advanced sport-specific skills.

EXAMPLE OF DUTIES:

- Supervise 20-30 youth ages 8-13 and keep them safe at all times
- Design and implement an engaging daily curriculum inclusive of sports, character education, and indoor/outdoor fun
- Create a structured schedule for each day
- Develop positive working relationships with the site staff
- Swim and monitor pool safety with campers during all swim sessions
- Manage staff and a team of summer youth workers
- Complete daily administrative duties daily (i.e. scheduling, attendance, planning for next day, and emailing)
- Comply with personnel policies for camp staff

MINIMUM QUALIFICATIONS/EDUCATIONS/EXPERIENCE:

- USTA Recreational/Quick Start Coaches Trained
- 2 years of tennis teaching background
- 2 years of community tennis experience
- 2 years of recreation services experience
- General Administrative Skills

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Program: Sport Camp

Facilitator

Application Deadline	Start Date(s)	Wage	Hours Per Week	Must Be Available
April 1, 2016 or until filled	June 6, 2016	\$14.00/hr.	40	Days, Evenings

DEFINITION:

Sport Camps are aligned to DPR’s mantra of “Move. Grow. Be Green.” Each day participants will participate in a variety of activities that will encourage and support movement, personal growth, and environmental stewardship. Participants will be taught basic to advanced sport-specific skills.

EXAMPLE OF DUTIES:

- Supervise 20-30 youth ages 8-13 and keep them safe at all times
- Design and implement an engaging daily curriculum inclusive of sports, character education, and indoor/outdoor fun
- Create a structured schedule for each day
- Develop positive working relationships with the site staff
- Swim and monitor pool safety with campers during all swim sessions
- Manage staff and a team of summer youth workers
- Complete daily administrative duties daily (i.e. scheduling, attendance, planning for next day, and emailing)
- Comply with personnel policies for camp staff

MINIMUM QUALIFICATIONS/EDUCATIONS/EXPERIENCE:

- Available to attend training and work every day from June 13 - August 12, 2016
- At least 3 years of experience working with groups of 8-13 year old youth
- At least 2 years of leadership experience
- Experience working at a camp is preferred
- Experience with Character Education preferred
- Ability to lead and engage summer youth workers
- Organized and prompt
- Able to plan and implement engaging activities for children
- Versatile—able to instruct multiple sports
- A positive, problem-solving attitude in the face of challenges

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Program: Sport Camp

Tae Kwon Do Instructor

Application Deadline	Start Date(s)	Wage	Hours Per Week	Must Be Available
April 1, 2016 or until filled	June 6, 2016	\$20.00/hr.	40	Days, Evenings

DEFINITION:

The Olympic Taekwondo Camp offers development of eight fundamental sports skills: speed, quickness, agility, coordination, balance, flexibility, strength and power while also teaching the basics of the Olympic sport Taekwondo. Campers will learn proper body mechanics and increase their gross motor skills. Campers will also learn the skills necessary to compete in Olympic Style Taekwondo sparring including basic footwork, kicks and blocks.

EXAMPLE OF DUTIES:

- Supervise 20-30 youth ages 8-13 and keep them safe at all times
- Design and implement an engaging daily curriculum inclusive of sports, character education, and indoor/outdoor fun
- Create a structured schedule for each day
- Develop positive working relationships with the site staff
- Manage staff and a team of summer youth workers
- Complete daily administrative duties daily (i.e. scheduling, attendance, planning for next day, and emailing)
- Comply with personnel policies for camp staff

MINIMUM QUALIFICATIONS/EDUCATIONS/EXPERIENCE:

- 4 years of taekwondo teaching background
- 2 years of community taekwondo experience
- General Administrative Skills

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Program: Sport Camp

Tae Kwon Do Assistant

Application Deadline	Start Date(s)	Wage	Hours Per Week	Must Be Available
April 1, 2016 or until filled	June 6, 2016	\$14.00/hr.	40	Days, Evenings

DEFINITION:

The Olympic Taekwondo Camp offers development of eight fundamental sports skills: speed, quickness, agility, coordination, balance, flexibility, strength and power while also teaching the basics of the Olympic sport Taekwondo. Campers will learn proper body mechanics and increase their gross motor skills. Campers will also learn the skills necessary to compete in Olympic Style Taekwondo sparring including basic footwork, kicks and blocks.

EXAMPLE OF DUTIES:

- Assist with supervising 20-30 youth ages 8-13 and keep them safe at all times
- Assist with the design and implementation of an engaging daily curriculum inclusive of sports, character education, and indoor/outdoor fun
- Assist with the creation of a structured schedule for each day
- Assist with the development of a positive working relationships with the site staff
- Assist with the management of a team of summer youth workers
- Complete daily administrative duties daily (i.e. scheduling, attendance, planning for next day, and emailing)
- Comply with personnel policies for camp staff

MINIMUM QUALIFICATIONS/EDUCATIONS/EXPERIENCE:

- 2 years of taekwondo teaching background
- 1 years of community taekwondo experience
- General Administrative Skills

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Program: Sport Camp

Program Aide

Application Deadline	Start Date(s)	Wage	Hours Per Week	Must Be Available
April 1, 2016 or until filled	June 6, 2016	\$11.50/hr.	40	Days, Evenings

DEFINITION:

Sport Camps are aligned to DPR’s mantra of “Move. Grow. Be Green.” Each day participants will participate in a variety of activities that will encourage and support movement, personal growth, and environmental stewardship. Participants will be taught basic to advanced sport-specific skills.

EXAMPLE OF DUTIES:

- Register customers using ASAP system
- Obtain thorough knowledge of DPR sports, health & fitness programs
- Evening support with program implementation including scoreboard operator, league sports table manager, league sports court supervisor
- Evening support with sport and fitness program monitoring to ensure program goals and being met
- Serve as a substitute instructor (appropriate certifications and/or training required)
- Answer telephones and inquiries regarding DPR sports, health & fitness programs
- Attend to walk-in customers
- Receive payments and input information into ASAP system for record purposes
- Assist with the facilitation of the Reduced Rate application for sports, health & fitness programs
- Train staff on using ASAP for registration
- Train new staff on registration process
- Train staff on attendance procedures
- Perform other duties as assigned or needed

MINIMUM QUALIFICATIONS/EDUCATIONS/EXPERIENCE:

- Four-year college degree or 2 years of experience in field required
- Previous sports and/or fitness program experience in a leadership position preferred
- Working knowledge of computer usage inclusive of Microsoft Office required
- Must be able to identify and solve problems in a fast paced environment
- Ability to work on a team and accept supervisory instruction

- Ability to work well with children, youth, and adults
- Excellent customer service skills

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Program: Sport Camp

Tennis Camp Coach

Application Deadline	Start Date(s)	Wage	Hours Per Week	Must Be Available
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DEFINITION:

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EXAMPLE OF DUTIES:

- Supervise 20-30 youth ages 8-13 and keep them safe at all times
- Design and implement an engaging daily curriculum inclusive of sports, character education, and indoor/outdoor fun
- Create a structured schedule for each day
- Develop positive working relationships with the site staff
- Manage staff and a team of summer youth workers
- Complete daily administrative duties daily (i.e. scheduling, attendance, planning for next day, and emailing)
- Comply with personnel policies for camp staff

MINIMUM QUALIFICATIONS/EDUCATIONS/EXPERIENCE:

- USPTR/USPTA/USTA Certified
- USTA Recreational/Quick Start Coaches Trained
- 4 years of tennis teaching background
- 2 years of community tennis experience
- General Administrative Skills