

City of Lakewood Volunteer Job Description

Department: Community Resources
Division: Family Services
Program: School Age Summer Camps
Last Updated: March 2012



School Age Programs

School Age & Support Services Supervisor
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Program Purpose

The City of Lakewood offers quality, affordable child care for elementary students, kindergarten to 6th grade. We focus on creating a safe, fun, supervised atmosphere for your child while you are at work. Applications are accepted year round at the following locations: Lasley Cottages, Rooney Ranch, Belmar and Foothills Elementary Schools.

Responsibilities

The summer day camp volunteer can support the program through reading, playing games, assisting with supervision on various field trips, or engaging with the children. Staff will provide a rich environment of activities to support your interaction with the children.

Qualifications

Volunteers must be either 13 or 14 years and be able to work with school age children who are physically active. Volunteers who have a positive and energetic attitude or previous elementary experience are encouraged to apply.

Camps

Camp Odyssey

An interactive, fun and educational camp for children. They will get to experience arts and crafts, community projects, recreational activities and exciting field trips. **Ages: 7-10**

Location: Foothills Elementary School

Camp E.C.O.

Camp E.C.O. will provide a safe fun environment where kids can grow and learn about outdoor experiences. Children will have the opportunity to participate in many outdoor activities such as sailing, canoeing, and trips to outdoor recreational areas near Lakewood. There will also be fun activities such as arts/crafts and field trips. **Ages: 9-12**

Location: Deviny Cottages

Schedule

All City of Lakewood School Age Services Day Camps will start on June 6, 2012 and end August 14, 2012. Camps are open Mon. through Fri. from 7 a.m. to 6 p.m. Volunteers must work a minimum of 20 per week, not to exceed 35 hours per week throughout the summer.

Training

Training will be provided during the first scheduled day by the representative of the program. The training will include Policies and Procedures and Health and Safety practices.

Dress Code

The volunteers are required to dress in casual attire and comfortable shoes. On swimming field trip days, volunteers are expected to swim and supervise children in the water.

Work Environment

Indoor – Outdoor School-Age environment with music, movement, physical activities

Punctuality and Absenteeism

If the volunteer is going to be late or miss a scheduled assignment, they must contact the site supervisor prior to their shift.