

**JOB DESCRIPTION  
CITY OF OAK RIDGE  
Recreation Leader-in-Training (RecLiT)**

A Recreation Leader-in-Training (RecLiT) applicant should be at least 14 years of age and have completed eighth grade. The RecLiT will work in the City of Oak Ridge Summer camp programs in coordination with the Recreation Leaders and under the supervision of a Senior Recreation Leader and a Recreation Supervisor or Recreation Manager.

The Recreation Leader-in-training program is a volunteer program and there will be no compensation for time worked. Upon acceptance into the program each RecLiT will pay a registration fee of \$40 to cover travel and tee shirts. A RecLiT applicant must be willing to work two consecutive weeks of camp in addition to training sessions. He/she may request to work all eight weeks of camp. Each RecLiT will work a 6 to 8 hour shift each day Monday-Friday. Times may vary depending upon the camp activities planned for each day. RecLiTs are needed most in the morning hours so preference will be given to those who are available 7:30 am – 1:00 pm.

**Minimum Qualifications:**

- ◆ At least 14 years of age
- ◆ Have an interest in working with children
- ◆ Able and willing to take direction
- ◆ Has previous experience as a camper
- ◆ Demonstrates mature judgment
- ◆ Demonstrates a positive attitude and cooperative spirit.
- ◆ Is a person of good character, integrity and adaptability

**Training requirements:**

- Must attend all scheduled training sessions. Must be certified in Adult and child CPR and first aid or be willing to become certified prior to the start of camp.

**Programming**

- Assist Recreation Leaders in teaching games, sports, nature activities, crafts, music, creative dramatics, dance, drama or other appropriate activities.
- Model good-sportsmanship in sports activities through enthusiastic, non-competitive participation and support.
- Participate and assist with theme days and special events.
- Attend field trips and assist with assigned group.
- Help campers follow rules.

- Assist with clean up as needed.
- Lead groups from one activity to another in an orderly manner inside and outside the facility.
- Supervise lunch as well as snack activities and assist with cleanup of area.
- Attend staff meetings, if requested.
- Assist with the supervision of campers while on field trips.

#### Public Relations

- Act in a professional manner at all times.
- Make an effort to personally greet parents and children each day.
- Be able to give general camp information to campers, and parents.
- Report camper problems or situations to the Coordinator.

#### Health and Safety

- Follow all safety rules when playing or teaching games.
- Report violations of safety rules to Leaders.
- Maintain CPR and first aid certification.

#### Supplies/Equipment/Facilities

- Assist with handing out and putting away camp equipment and supplies.
- Follow code of conduct for all facilities
- If working final week of camp, participate in the seasonal clean up following the end of camp.

#### Miscellaneous

- Complete other tasks as assigned by the Senior Recreation Leader, Recreation Supervisor or Recreation Manager.

#### Evaluation:

- Each RecLiT will be evaluated at the end of each session worked. Evaluations must result in an acceptable or better rating for the individual to continue in the program. The RecLiT will be evaluated on attitude, dependability, ability to relate to children, cooperation with leaders and supervisors, following rules and safety practices.