

# Campus Recreation

UNIVERSITY OF COLORADO COLORADO SPRINGS

## JOB DESCRIPTION – SUMMER CAMPS PROGRAM ASSISTANT

### University and Campus Recreation Profile

The University of Colorado at Colorado Springs (UCCS) is a burgeoning, regional academic and research university with a rapidly growing student enrollment of 9,750; 40 % of which are first-generation college students. The university offers 36 bachelors, 19 masters and 5 doctoral degree programs through its six colleges, with a student-to-faculty ratio of 18:1. UCCS is ranked 9<sup>th</sup> amongst Western regional public universities and 9<sup>th</sup> best undergraduate engineering program in the nation according to *U.S. News & World Report*, and *GI Jobs* ranks UCCS within the top 15 % of military friendly colleges and universities.

Pikes Peak, America's Mountain as it is known, forms a breathtaking backdrop for the LEED Gold Certified UCCS Recreation Center, serving between 550 and 600 students and faculty/staff daily. Campus Recreation and staff are committed to student development, diversity and sustainability, all while encouraging healthy lifestyles through extensive programs and services. Like the university itself, Campus Recreation is undergoing considerable growth, currently in the construction phase of an 84,000 SF artificial turf field to open spring 2014, and planning phases of the recreation center expansion to open summer 2015. The recreation center expansion will increase fitness activity space from 54,000 to 118,000 SF.

### Job Responsibilities

- Assist the Associate Director with the administration, management and supervision of a comprehensive summer camp program serving children aged 5-12. Includes the planning, marketing and promotion, scheduling, execution, budget and evaluation of 7-10 summer camp sessions offered each summer by the department of Campus Recreation
- Recruit, hire, train, supervise, develop and evaluate 3-5 summer camp counselors consisting of full-time students
- Assist the Associate Director in planning, organization, execution and evaluation of a formal training program for summer camp counselors
- Collaborate with the Manager of Facilities and Informal Recreation regarding facility reservations. Collaborate with various on- and off-campus resources and constituents in offering diverse educational, yet fun based activities and sessions to children enrolled in camps
- Manage the registration process and logistics related to summer camps. Provide the highest level of customer service to parents, student staff and children enrolled in camps
- During camp weeks, enforce Campus Recreation facility, program and pool policies, procedures and regulations. Serve as liaison between parents and summer camp counselors, as well as liaison between parents and Associate Director
- Recognize and respond effectively to emergencies. Responsible for risk management
- Compile statistics and reports to assess and evaluate the success of summer camps. Utilize online survey tool to gather parent feedback. Make recommendations for summer camp programming, inventory and budget

### Required Qualifications

- American Red Cross certified First Aid / CPR / AED. Must be current
- Summer Camps Program Assistant must commit to 5-8 hrs/wk for planning and preparation

- Summer Camps Program Assistant must commit to 20-40 hrs/wk during summer camp weeks

**Preferred Qualifications**

- Previous experience working with children highly preferred
- Current student employee at UCCS Campus Recreation, employed for 3+ semesters preferred

**Compensation**

\$10/hr