

City of Oregon City Volunteer Position Description

Position: Camp Volunteer

Department/Site: Community Services – Pool and Recreation

Supervised by: Recreation Programmer

Summary

The Camp volunteer is responsible for assisting and supporting Oregon City Parks and Recreation staff in a variety of aspects. Volunteers report to the Recreation Programmer and serve in various capacities, including working directly with campers, working directly with groups, and assisting with operational needs. Volunteers must complete volunteer paperwork and volunteer training before working directly with campers.

Supervision Received and Exercised

This position receives general supervision from the Recreation Programmer.

Examples of Duties and Responsibilities (included but are not limited to):

Assists with supervision of camp participants and camp activities.

Assists and leads recreational activities.

Provide a program/class atmosphere that promotes and encourages inclusion and satisfaction of all participants.

Perform general housekeeping duties in and around the camp location i.e. sweeping, wiping down tables, vacuuming, picking up litter, etc.

Provide excellent internal and external customer service. Create a positive experience for campers through professional and courteous behavior.

Practice safe work habits and contribute to the safety of self, camp staff and the general public.

Respect diversity in the workplace.

Perform other duties as assigned.

Abilities

Instruct the fundamentals involved in the area of assignment.

Interpret, explain, follow and apply department policies and written instructions.

Work with minimal supervision.

Maintain a neat, professional appearance.

Identify and prevent hazards, implement solutions, maintain safe environments.

Follow written and oral instructions.

Work in a group or individual situation, with minimum supervision.

Communicate courteously and cooperatively with other staff and the general public.

Establish and maintain effective working relationships with supervisor, other staff members, program participants and the general public.