

Program Leader - Tot Lot

Oakland Feather River Camp - Job Description



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| Job Title: | Program Leader - Tot Lot |
| Full/Part Time: | Full Time |
| Location: | Quincy, CA |
| Compensation: | \$696 - \$796 per week |
| Duration: | Seasonal |
| Dates: | May 28 - July 29, 2026 |
| Classification: | Salaried, Exempt |
| Reports To: | Tot Lot Specialist, Program Manager |

Position Purpose:

The Tot Lot Program Leader supports the Tot Lot Specialist in providing care and engaging activities for campers ages 2-5 in a safe, nurturing, and organized environment. This role assists in activity facilitation, camper supervision, and maintaining a clean and organized Tot Lot space. This role ensures that young campers are engaged in fun, safe, and developmentally supportive experiences while allowing caregivers to participate in other camp activities. When Tot Lot is not in session, this position supports all Program Department operations.

Ideal Candidate:

The ideal Tot Lot Program Leader is patient, creative, and experienced with early childhood development. They love working with young children, are calm under pressure, and understand how to manage transitions, big feelings, and a wide range of toddler energy levels. Strong communication with both coworkers and camper caregivers is essential.

Essential Job Functions:

- **Tot Lot Programming**
 - Assist with implementation of age-appropriate activities.
 - Support children during playtime and structured programming.
 - Maintain a safe and positive environment.
 - Monitor children's well-being, assist with transitions.
 - Support parents during check-in and pick-up.
- **Supply & Inventory Management**
 - Help sanitize toys and supplies.
 - Help prepare and clean up materials.
 - Assist with supply inventory and organization.
 - Report low supplies or equipment needs to the Tot Lot Specialist.
- **Camper Engagement & Support**
 - Communicate with campers and families about activity details.
 - Provide support for any camper needs, or connect them with another staff member who is better suited to assist.
 - Encourage engagement, provide assistance, and ensure safety during all activities.
 - Support positive camper interactions and group dynamics.
- **Team Collaboration**
 - Assist in the development and delivery of camp-wide events.
 - Collaborate with other Program Leaders as needed for various programming throughout the day and week.

Other Job Duties:

- Participate in camp-wide programming including meals, announcements, songs, and special events to help create a magical, welcoming, and inclusive environment for campers of all ages.
- Assist with end-of-season closure and inventory of the tot lot.
- Assist with housekeeping duties on camper transition days.

Relationships:

Reports to Tot Lot Specialist and Program Manager; Collaborates with other Program Leaders and Specialists; Works directly with campers and families.

Equipment Used:

Including, but not limited to, the use and care of: Toys, play structures, craft supplies; cleaning and sanitizing equipment; signage and activity boards; radios and communication devices.

Qualifications (Minimum Qualifications and Past Experience)

- **Required**
 - Must be 18+
 - Ability to work a flexible schedule including weekends.
 - Experience working with children ages 2-5.
 - Strong communication and organizational skills.
 - Creativity and adaptability while working within a structured environment.
 - Outstanding customer service skills.
 - Ability to create safe, age-appropriate activities.
 - Ability to oversee a group of 15 tots with 2 other staff.
- **Desired**
 - Progress towards a degree in Early Childhood Education, youth development, recreation, or related field.
 - Previous experience in a camp or group recreation environment.
 - First Aid/CPR/AED certification.
 - Bilingual - Spanish (additional compensation).

Work Environment & Physical Aspects of the Position:

- Active outdoor setting with exposure to varied weather conditions.
- Regular engagement in a variety of outdoor activities with campers.
- Frequent standing, walking, bending, kneeling, and lifting up to 50 lbs.
- Must be able to maintain a safe and organized workspace
- Frequently provides assistance to children ages 2-5.

Typical Day of this Position:

- Assist with preparing and sanitizing Tot Lot.
- Assist with daily activities and games.
- Support snack time.
- Supervise playtime.
- Clean and reset Tot Lot area.
- Support other program activities when not leading tot lot programming.

Typical Week of this Position:

Oakland Feather River Camp operates on a 7-day camp schedule with rotating staff days off. Most positions follow a five-day work week, but actual shift patterns, break timing, and days off vary based on role and department. Staff are expected to work all assigned shifts as scheduled to maintain smooth daily operations. All staff receive breaks and meal periods in accordance with California labor law.

This exempt position works a five-day work week with two days off, which may not always be consecutive. Daily working hours typically average 8-9 hours per day. Staff follow a set schedule which includes one consistent two-hour break per day—scheduled in the morning, afternoon, or evening depending on the role. Additional short breaks are included throughout the day and determined by departmental rhythm.

Working at Oakland Feather River Camp

Our Organization Culture

At OFRC, we work hard and we play hard. We are committed to creating the best possible experience not only for our campers but also for our staff. Our community is open and welcoming to everyone—if you want to be here, we want you here!

Oakland is one of the most diverse cities in the country, and we strive to reflect that diversity in our camp community. We value feedback and growth, and we believe everyone—no matter their role or experience—has something to learn and contribute. Our team spans generations, from Gen Z to Baby Boomers, and we celebrate the unique perspectives each person brings to camp life.

Camp is an all-in environment. We pitch in for each other, adapt quickly, and find creative solutions together. You'll be challenged, supported, and encouraged to grow while surrounded by a team that truly has your back. If you thrive in a collaborative, hands-on workplace where community comes first, you'll feel right at home here.

Our Hiring Philosophy & Non-Discrimination Policy

Oakland Feather River Camp is an equal opportunity employer. We believe an inclusive and diverse workforce is invaluable. OFRC does not discriminate internally (in its administrative and program operations) or externally (in its recipients of services) on the basis of race, color, religion, gender, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, record of arrest or conviction, or any other characteristic protected by applicable law. Black people, Indigenous people, People of Color; Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex people; Women; people with disabilities, protected Veterans, and formerly incarcerated individuals are all strongly encouraged to apply for our open positions.

We also recognize that the outdoor and recreation industry has historically lacked representation from People of Color and other marginalized groups. At OFRC, we are committed to breaking that trend by creating a welcoming, supportive environment where diverse voices and lived experiences are valued and celebrated. Studies show that Women and People of Color are less likely to apply for a position unless they match every qualification listed. We know that the best candidate for a role may not meet every requirement, and we encourage you to apply and tell us more about your unique skills and experience.