

POSITION DESCRIPTION

TITLE: Day Camp director, Parks and Recreation

CLASSIFICATION: Management

GRADE/SALARY RANGE: Hourly: \$15.00

SUPERVISED BY: Operations Specialist, Assistant Director

Day Camp Director

The summer day camp director is responsible for all day-to-day operations of the Willard Parks Summer Adventure Camp. This position reports to the Recreation Coordinator. Duties include but are not limited to the following:

1. Help coordinate planning, development, staff oversight, and implementation of all activities in the childcare program at designated day camp site(s)
 - a. Schedule all day-to-day camp activities
 - b. Manage the selection, inventory, and replacement of consumable and non-consumable camp supplies
 - c. Engage camp staff and participants in weekly themes
 - d. Create daily activity schedules for maximum engagement of camp participants
 - e. Plan daily camp craft activities in accordance with weekly themes
2. Assist in training, scheduling and evaluation of seasonal day camp staff
3. Work in tandem with full time staff across department to meet goals for safety and training (pool expectations, swim lessons, cross-train staff)
4. Produces/updates forms, letters and pertinent documents needed for the implementation of the camp
 - a. Discipline, communication, expectations, permissions, media release, etc.
5. Handles questions, problems, and concerns of parents/guardians before and during camp
6. Develop meaningful and sustainable relationships with participants, parents, and volunteers
7. Establish a positive relationship with each child
8. Lead games and activities
9. Supervise staff to ensure the safety and well being of all children
10. Maintain records of all injuries and incidences
11. Ensure that all program area schedules are completed satisfactorily in a timely manner
12. Ensure the maintenance of accurate program and administrative records
13. Ensure that the site is kept clean, organized, and free of litter
14. Be responsible for knowing, understanding, training, and executing all camp policies and emergency procedures associated with the camp
15. Complete mid-summer and post-summer evaluations with Camp Staff
16. Interact effectively with the camp staff as a total system, with campers' best interest in mind
17. Be a leader in parent communication and address parent concerns in a timely manner
18. Other duties supervisor deems necessary

MINIMUM REQUIREMENTS

**Any combination of education, training, and experience providing the following knowledge, skills, and abilities.*

- 1) Problem solving and conflict resolution
- 2) Strong communication skills both verbal and written
- 3) Possess a strong working knowledge of child and adult behaviors
- 4) Knowledge of modern office practices and computer skills, including Microsoft Office.
- 5) Knowledge of the rules, methods, and procedures involved in planning, scheduling, organizing, implementing and evaluating programs for diversified park and recreation program areas
- 6) Knowledge of the principles of administration and the methods of organizing and staffing
- 7) Ability to plan, schedule, organize, implement and evaluate parks & recreation programs
- 8) Must possess an understanding standard English and be able to perform basic math calculations
- 9) Ability to enter data accurately
- 10) Ability to establish and maintain effective working relationships with supervisors and staff
- 11) Ability to manage and organize multiple projects and tasks simultaneously
- 12) Ability to maintain appropriate level of confidentiality for both written and verbal information
- 13) Ability to establish and maintain effective working relationships with employees, community leaders, City officials, and the general public
- 14) Ability to work well with young children
- 15) Preferred: Graduation from an accredited four-year college or university with a bachelor's degree in Recreation Administration, Childhood Development or a closely related field,
- 16) Maintain Certification in CPR, AED, and First Aid

SPECIAL CONDITIONS

- 1) Must possess and maintain a valid Motor Vehicle Operator's license.
- 2) Must be able to pass a background investigation.
- 3) Must possess a high degree of integrity, strong work ethic and ability to work with minimal supervision
- 4) Position may require work outside the regularly scheduled program hours