



## **JOB ANNOUNCEMENT**

# **CAMP DIRECTOR**

## **SEASONAL POSITION**

### **PARKS, RECREATION, YOUTH & COMMUNITY SERVICES**

**SUMMARY:** Responsible for operations of all aspects of assigned Summer Camp, including staff and camper supervision, evaluation and training. Maintains safety standards and practices at all times. Follows and enforces city and department policies. Ensures quality customer service to all program participants and individuals associated with programs. Demonstrates strong leadership, problem-solving, and communication skills to guide staff and campers effectively.

**GENERAL DUTIES:** Will supervise Assistant Camp Director, Paraprofessionals, and Recreation Leaders. Ensures quality customer service through positive interactions with campers, staff, families, and the public. Works directly with Recreation Supervisor to ensure camp is operating in a professional and safe manner. Maintains highest level of safety and risk management at all times. Responds appropriately to all emergencies and reports all incidents to the Recreation Supervisor. Provides guidance and support to staff in carrying out camp operations. Evaluates camp staff both orally and written throughout the season and completes mid-season and end-of-season evaluations. Maintains records, reports, and information regarding the camp rosters, staff schedules, daily equipment and facility checks, disciplinary reports, incident and injury reports, pick-up and drop-off reports, and other reports as assigned. Develops the camp schedule and program structure, providing direction to staff for weekly activities. Builds positive relationships with campers, families, school administrators, and the community, Ensures camp operations run smoothly and in compliance with city and department policies.

**QUALIFICATIONS:** Must be at least 18 years of age. Requires the ability to successfully complete or hold American Red Cross CPR/First Aid Certification and Medication and Epi-Pen Administration Certification (training provided). Must have experience working with children. Must have the ability to work with groups of various ages, gender, race, ethnicity, and socio-economic backgrounds. Preferred experience supervising employees in a camp setting and in planning or implementing camp programs.

**LICENSE OR CERTIFICATE:** Requires valid driver's license, good driving record, and provide own transportation.

**WORK SCHEDULE & CLASSIFICATION:** The Director position is seasonal and runs from June through August. Typically, 35-40 hours a week will be available, and work is generally conducted between 7:00 a.m. to 6:00 p.m. A minimum commitment of 37.50 hours weekly is required. This position is non-benefitted.

**WAGES:** \$23.34/hour

**EQUAL OPPORTUNITY EMPLOYER**