

Summer Camp Director

Job Description

This position is responsible for planning, coordinating and overseeing the overall camp program and approves all daily camp activities as approved by the Director of Parks and Recreation. He/she is responsible for communicating with parents, guardians and other camp staff during and after camp hours of operation. The Camp Director is responsible for the care, safety, protection and supervision of the camp environments, staff and participants. The planning, preparation and organization of daily activities and site (set-up / clean-up) as well as all administrative duties of camp is a requirement of the Camp Director.

Duties and Responsibilities include:

- Knowledge of camp policies, rules, guidelines as well as general practices and procedures followed in the Parks & Recreation Department.
- Oversees the development of the program, plans and implements all camp activities including weekly trips and special activities and/or assignments with approval from the Director of Parks and Recreation.
- Controls camp expenditures under an operating budget previously defined by the Township Board and administered by the Parks and Recreation Director.
- Supervises and makes recommendations to the Director of Parks and Recreation regarding camp staff advancement or disciplinary action.
- Works closely, cooperatively and amicably with all staff members.
- Organizes and coordinates the camp staff weekly schedules (days off, hours worked, etc.)
- Administers and/or schedules trainings as well as regular group meetings with staff.
- Produces forms, letters and pertinent documents needed for the implementation of the camp.
- Handles questions, problems, and concerns of parents/guardians before and during camp.
- Observes the peer culture to see if there are any problems and implements solutions as necessary.
- Monitors and ensures appropriate participant behavior and adherence to camp rules and regulations.
- Establishes a procedure for handling all difficulties related to health, behavior and other problems and reports incidents to the Director of Parks and Recreation.
- Handles emergency situations in conjunction with the Assistant Camp Director and reports them to the Director of Parks and Recreation.
- Assesses the overall program to see if there are any changes that need to be made for optimum functioning. Makes recommendations to the Parks and Recreation Director when necessary.
- Completes and/oversees the completion by camp staff of all documents (fingerprinting, background clearances, certifications, etc.) as required by the Department of Parks and Recreation.
- Seeks advice and/ or assistance from the Parks and Recreation Director when needed.

- Plans the weekly schedule of camp activities with staff.
- Assigns games and activities to camp staff.
- Checks ID at sign-in/sign-out.
- Collects time cards from staff and review to ensure they are completed correctly.
- Be certain there is always enough camp staff at camp (1:10 ratio) with a minimum of two staff members at any one time.
- Arrange and assign field trip groups to staff (1:10 ratio)
- Ensures camp is leaving and returning on-time for field trips.
- Filling out all injury and accident reports for every incident in a timely manner.
- Taking care of all injuries including first aid.
- Distribute medication to participant and complete medication log accordingly.
- Pool/Sunscreen checks completed and logged. Pool checks are done every 10 minutes and sunscreen checks every hour.
- Make sure parents sign incident report forms each day.
- Greet parents at check-in/out during the morning and afternoon. Answer any questions parents may have during this time.
- Manages angry parents and answers all questions.
- Administers Fire Drills / Tornado Drills

Starting Wage: \$15.00 per hour

Qualifications: Must be at least 21 years of age, have worked in a camp or daycare setting for a minimum of two summers , and have at least 60 credit hours of college courses at an accredited college or university. First Aid & CPR certification is required prior to the first day of camp. The ideal candidate will have experience in planning programs, the ability to work collaboratively with others, possess excellent leadership, management and organizational skills. The Camp Director must be patient, enthusiastic, self-controlled and dependable.

While performing the duties of this job, the employee will frequently need to walk, stand, sit, talk and hear. The employee is occasionally required to operate objects or tools, and reach with arms and hands. At times, the employee may need to climb, balance, stoop or kneel. The job requires frequent light lifting (5-10 lbs.) and infrequent heavy lifting of up to 50lbs. The employee may be asked to operate a motorized vehicle. The employee will work in the field and be exposed to all types of weather conditions.

An application can be picked up at the Chesterfield Township Municipal offices or downloaded online at <http://www.chesterfieldtwp.org/ReferenceDesk/Forms/JobApplication.pdf>

These are part-time, seasonal positions (not permanent). Applicants should be 18 years of age, possess a valid Michigan Driver's License and have dependable transportation. The applicant must have the ability to pass a background check and employment physical. This person must be willing to work alone and available to work afternoon, evening and weekend shifts. The applicant should have excellent communication skills, and be able to follow written and oral instructions. This candidate will have the

ability to establish and maintain effective working relationships with co-workers, the public and department personnel. Knowledge of equipment used in recreation programming and access to mobile communication is necessary. Employee is required to attend all trainings as specified. A requirement of this position is working seasonal special events as needed. Access to mobile communications is required. This position reports to the Director of Parks and Recreation.