

CAMP / PROGRAM DIRECTOR JOB DESCRIPTION

Basic Qualifications

- Current Certification: CPR and First Aid
- Training and Experience in recreation program leadership
- Proficiency in recreation activity to be directing
- Ability to schedule and supervise staff
- Desire and ability to work with staff, participants, and adults
- Ability to creatively plan, organize and implement daily program activities
- Ability to accept guidance and supervision
- Good character, integrity and adaptability
- Enthusiasm, sense of humor, patience and self control

Responsible to

- Recreation & Parks Assistant Director/Director

General Responsibilities

- To plan, direct, supervise and implement camp or recreation program. Train all Program Staff to run programs.

Specific Responsibilities

- Organize and set up curriculum for recreation program or camp
- Write lesson plans for activity/program so all staff can implement program
- Be creative in offering a wide variety of activities within the program: go beyond the basics
- Supervise Program Staff, to include payroll processing (time sheets)
- Prepare list of equipment/supplies needed, order supplies through Recreation and Parks Assistant Director
- Assist in moving materials and supplies to appropriate areas in recreation programs as needed
- Maintain inventory of supplies and equipment
- Assist in staff training and orientation
- Conduct initial and end-of-season inventory, and store equipment for safety
- Organize and/or assist with special events including July 4th Celebration and Summer Concert Series
- Report any and all occurrences regarding staff, participants, parents to Recreation and Parks Assistant Director or Director
- Ensure that all policies, rules and regulations are enforced by staff and followed by participants
- Assist Recreation and Parks Assistant Director in staff evaluations and staff meetings
- Evaluate current season and make suggestions for the following season
- Set an example of leadership, responsibility, maturity as well as safety when in presence of staff and participants who view recreation staff members as role models
- Any additional duties and responsibilities as assigned or reassigned as directed by the Recreation and Parks Assistant Director/Director/ Pool Manager deck, pool bed and area surrounding the swimming pool