



**SUMMER CAMP DIRECTOR  
JOB DESCRIPTION**

JOB TITLE: Camp Director	CLASSIFICATION:	IMMEDIATE SUPERVISOR: Recreation Supervisor
PAY GRADE: 310	DEPT: 7220 Recreation	STATUS: FT <u>PT</u> <u>TEMP</u> EXEMPT <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

**JOB SUMMARY:** Plans, directs, supervises the day to day operation of the Summer Day Camp.

**SUPERVISION EXERCISED:** Camp Counselors (Rec Leaders), Van/Bus Driver and third party contractors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Meets with camp counselors for pre-staff training and daily meetings to go over agenda and schedule of summer camp activities and staff.
- Organizes and sets up programs and activities, submits activity plans, gathers materials and information, supplies and equipment for use in recreation activities. Contacts outside vendors and negotiates group rates/bookings.
- Tracks and monitors inventory on all camp supplies.
- Resolves differences that may arise between camp counselors, parents, and or children participating in camp
- Greets Public, and answers questions about registered participants in a friendly, professional manner.
- Assures all summer camp staff members are being friendly, assisting parents, and camp participants with daily needs, lost and found items, etc
- Ensures camp counselors are following safety guidelines and investigates accidents that happen during the summer camp or camp activity.
- Must be able to communicate effectively with people of all ages in a professional, respectful manner.
- Will be required to drive the 12/14 passenger vehicle(s).
- Must be able to multi-task. Must be able to remain calm in an emergency or stressful situation and direct other employees.
- Must be able to clearly read and write, articulate information, and process paperwork
- Direct large groups of individuals
- Knowledge of Basic First Aid Treatment

**OTHER DUTIES:**

- Performs other related duties as required.

### **DESIRED MINIMUM QUALIFICATIONS:**

#### Education and Experience:

- Must be at least 21 years of age with a BS in Education or Leisure Services
- Prefer to have three (3) to five (5) years prior camp counselor experience
- Prefer to have Florida State Department of Health Forty (40) Hour Childcare Certification
- Any related combination of education and experience.

#### Knowledge, Skills and Abilities:

- Some knowledge of the basic principles and practices of recreation or a related field.
- Ability to participate in a team approach to management; ability to follow directives and professional protocol.
- Ability to recognize safety hazards, and when found ability to reduce such hazards.
- Ability to take responsibility for a wide variety of tasks; ability to organize projects and meet deadlines.
- Ability to supervise others in a responsible and effective manner.
- Ability to effectively communicate orally and in writing.
- Ability to make decisions.
- Ability to maintain effective working relationships with other employees, and the general public.

### **SPECIAL REQUIREMENTS:**

- Valid Florida State driver's license. No more than 2 moving violations within the last 12 months; no more than 6 violation points on your license within the last 24 months.
- Possession of a valid CPR/First Aid Certification prior to the date of hire and must maintain the certification throughout the summer while employed
- Knowledge of Basic First Aid for minor cuts, burns, etc.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to climb, walk up and down staircases, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 30-50 pounds. Objects to be moved may include tables, chairs, podiums, benches, and other equipment. Specific vision abilities required by this job include close vision, distant vision, color vision,

peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate neck frequently, extend arms overhead frequently, and turn completely around from fixed stance.

**TOOLS & EQUIPMENT USED:**

Custodial and general facilities maintenance materials and equipment, motor vehicle, telephone, computer, other items commonly used in the department programs, activities and events.

**ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions, and is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, such as cleaning chemicals. The noise level in the work environment is moderately noisy to loud occasionally for certain programs, activities and events.

**SELECTION GUIDELINES:**

Formal application, evaluation of education, training and experience; oral interview, level II background check, DMV check and reference check; job related tests may be required. The Village is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

**JOB HISTORY:**

Created: 10-21-08

Updated: 5-13-14