



Job Posting

Summer Camp Coordinator

Village of Bellevue, Brown County

The Village of Bellevue is one of Brown County's fastest-growing municipalities, with over 16,000 residents. The Village provides a full range of Park, Recreation and Forestry related services to our residents. The Village is seeking seasonal members to add to our team that are motivated to make a difference in our community and provide the highest quality of services to our visitors, residents, and businesses.

The Camp Coordinator is responsible for assisting the Recreation Supervisor with the planning, coordination and evaluation of the summer day camp program. The position is responsible for preparing and implementing the summer camp curriculum from week to week, as well as, responsible for providing a safe, fun and comfortable atmosphere for all, while instilling the 6 pillars of character.

- Ability to work with school age children.
- Ability to participate in a variety of activities.
- Ability to lead – good leadership qualities.
- Ability to assist children when needed – good physical condition.
- Ability to interact with parents/guardians when necessary.
- Must be at least 21 years of age with high school diploma or equivalent.
- Current CPR, First Aid and AED certification or ability to obtain prior to start.
- Must have transportation means to and from work site.

Visit the Job Opportunities page on our website, VillageOfBellevueWI.gov to see the full job description.

HOW TO APPLY

To apply for this position, download an application from our [website](#) & send a **cover letter**, **resume** and **completed employment application** to Employment@VillageOfBellevueWI.gov or mail a copy to:

Village of Bellevue
Attn: Human Resources
2828 Allouez Ave
Bellevue, WI 54311

CLOSING DATE

This is a **seasonal position** with a starting hourly hiring rate of \$18/hr, based on qualifications. The position is open until filled. The first review of applications will occur on **Monday, March 11, 2024**.

The Village of Bellevue values a diverse workplace where all are welcome and strongly encourages women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

Date Posted: Monday, January 30, 2023

Posted On: ☒ Village Website ☒ Indeed ☒ Social Media ☐ Other:



Job Description

POSITION TITLE: Camp Coordinator

DEPARTMENT: Parks, Recreation & Forestry

REPORTS TO: Recreation Supervisor

FLSA CATEGORY: Non-Exempt

EMPLOYMENT CLASSIFICATION: Seasonal

PAY TYPE: Hourly

LATEST REVISION DATE: 01/2019

PAY RANGE: LS – Range 3

POSITION SUMMARY

The Camp Coordinator is responsible for assisting the Recreation Supervisor with the planning, coordination and evaluation of the summer day camp program. The position is responsible for preparing and implementing the summer camp curriculum from week to week, as well as, responsible for providing a safe, fun and comfortable atmosphere for all, while instilling the 6 pillars of character.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assists Recreation supervisor in screening, interviewing, hiring, training and evaluating camp staff.
- Assists with preparing weekly camp rosters.
- Supervises Leaders in Training volunteer program
- Assists with snack ordering/purchasing.
- Responsible for inventory of camps supplies.
- Supervises the day-to-day operations and camp staff.
- Addresses participant behavioral issues.
- Plans, organized and implements weekly camp activities.
- Assists with weekly field trip planning, organizing and implementation.
- Checks facilities and play areas on a daily basis for unsafe situations.
- Documents all significant events, problems or issues in camp log.
- Observes and follows safety rules at all times.
- Develops positive relationships with program participants, their families and the general public.
- Reports to work on time each day and remains on site until closing, unless otherwise directed by the Recreation Supervisor.

ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES

- Ability to work with school age children.
- Ability to participate in a variety of activities.
- Ability to lead – good leadership qualities
- Ability to assist children when needed – good physical condition
- Ability to interact with parents/guardians when necessary

QUALIFICATIONS

Must have at least 2 years of supervisory or administrative experience in an organized camp or children's program setting. Preference will be given to candidates who possess a bachelor's degree in education, child development, social work, psychology or other related fields. Current CPR, First Aid and AED certification or ability to obtain prior to start.

PHYSICAL DEMANDS

Some duties require the employee to work under extreme weather conditions and environmental conditions of work site; be exposed to hazardous work environments; work outdoors and in an office setting. The job requires the employee to climb ladders, walk and stand for extended periods across rough terrain and move heavy objects.

CAMP SEASON

The Summer Camp Season runs from Early June to the end of August. The time commitment for this position is 40 hours/week Monday through Friday.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. In addition, the Village reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position

