



**JOB DESCRIPTION**

**POSITION TITLE:** Camp Coordinator

**DEPARTMENT:** Public Services –  
Leisure Services

**REPORTS TO:** Recreation Supervisor

**FLSA CATEGORY:** Non-exempt

**EMPLOYMENT CLASSIFICATION:** Seasonal

**PAY TYPE:** Hourly

**RANGE:** LS – Range 3

**LATEST REVISION DATE:** 2/2016

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**POSITION SUMMARY**

The Camp Coordinator is responsible for assisting the Recreation Supervisor in the planning, coordinating and evaluation of the summer day camp program. The Coordinator is responsible for assisting with the planning and implementation of curriculum. Coordinator is also responsible for providing a safe, fun and comfortable atmosphere for all, while instilling the 6 pillars of character and incorporating the benefits based program model.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists Recreation Supervisor in screening, interviewing, hiring, training and evaluating camp staff.
- Assists with weekly camp rosters.
- Supervises Leaders In Training program.
- Assists with snack ordering/purchasing.
- Responsible for inventory of camp supplies at parks.
- Supervises day-to-day operations and camp staff.
- Assists with bi-weekly staff meetings.
- Addresses behavioral issues as needed.
- Assists with check-in and check-out processes at both sites.
- Plans, organizes and implements weekly camp activities.
- Assists with weekly group formations and staff schedules.
- 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, issues or occurrences in the 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 at the site until closing, unless otherwise directed by supervisor.

- Assures all participants have departed safely before leaving.
- Assures the safe keeping of all equipment.

### **ESSENTIAL KNOWLEDGE, SKILLS AND 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.

### **REQUIRED EXPERIENCE, EDUCATION AND TRAINING**

- Must have 2 years of supervisory or administrative experience in an organized camp or children's program setting; or a bachelor's degree in outdoor recreation, recreation, social work, psychology, child development, education, or other camp related field.
- Prior experience in programming activities for children preferred.
- Current CPR, First Aid and AED certification or must be able to obtain certifications, Lifeguard certification preferred.

### **Other Requirements**

- Must be at least 21 years of age.
- A commitment to working with school age children in a recreational setting, as well as the ability to work with diverse populations is required.
- Must have transportation to and from work site.

### **PHYSICAL DEMANDS**

- Position is performed outdoors. Must be able to work outdoors up to eight (8) hours a day.
- Position includes physical activity as needed to assist children and/or respond to incidents.

### **CAMP SEASON**

- Camp runs from mid-June through late August
- Time commitment: Up to 40 hours each week

*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.*