



## JOB DESCRIPTION

**POSITION TITLE:** Camp Coordinator

**DEPARTMENT:** Parks, Recreation & Forestry

**REPORTS TO:** Recreation Supervisor

**FLSA CATEGORY:** Non-exempt

**EMPLOYMENT CLASSIFICATION:** Seasonal

**PAY TYPE:** Hourly

**RANGE:** LS – Range 3

**LATEST REVISION DATE:** 1/19

### 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 AND 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 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

## **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*