

Park & Recreation Day Camp Director

Parks and Recreation Department

Job Description

Job Objective / General Description:

A non-exempt position who is responsible for all planning, organizing, implementing, and supervising the Day Camp Program at Bridge Valley Elementary School.

Supervision:

This position has authority over and supervises all Camp Counselors. They report to and are supervised by the Parks and Recreation Director and the Parks and Recreation Program Coordinator.

Minimum Education, Training, and Experience Required:

- Preferred degree or enrolled in an accredited four-year college or equivalent experience. Preferred degree or enrolled in college for Recreation and Park Management, Sports Management or Education.
- Excellent verbal and written communication skills; public relation skills; management/supervisory experience; ability to work independently; flexibility – the ability to do more than one thing at a time.
- Employee must have or be able to obtain a valid Pennsylvania Driver's License.
- Required to have reliable means of transportation.
- Physical Requirements: Ability to sit, stand, reach at waist level and perform fine manipulation frequently. Stand lift carry push and pull up to 50 lbs. Climb and balance, kneel, crawl, and reach occasionally. Good visual acuity. Ability to withstand exposure to weather, unprotected heights, confined areas, uneven terrain, and traffic hazards occasionally.

Preferred, but not required: Artistic ability, familiarity with community, experience and/or knowledge of sport rules and regulations, arts and crafts, First Aid and CPR certification.

Essential Job Functions:

- Create, organize, implement and supervise summer recreation programs for specific ages.
- Supervise seasonal recreation staff.
- Receive and resolve complaints regarding programs and activities.
- Maintain reasonable discipline, promote good sportsmanship and assure safe play.
- Communicate with parents, children and other Township employees.
- Evaluate program, trips and staff.

Length of position: 8.5 weeks

Hrs./Wk: Full time, 45 hours per week, 8am-5pm

Days/Wk.: Monday-Friday

Selection Guidelines:

This 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. The duties listed 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.

Formal application, rating of experience and education, oral interviews, reference checks, background checks, and job-related tests might be used to evaluate a Candidate's qualifications for this position.

Evaluation:

Evaluated annually by the Director of Parks, Recreation & Open Space with copy to the Township Manager.