

Grosse Ile Township Recreation Department

Job Title: Camp Director

Job Classification: Seasonal/Part time

Pay Scale: \$13.00-\$15.00/hr

Reports to: Recreation Director

The Day Camp Director is responsible for developing, facilitating, and overseeing The Grosse Ile Recreation Summer Playground Program, including the supervision, guidance and direction of staff and volunteers.

Responsibilities

1. Attend trainings and weekly staff meetings.
2. Develop and direct programs for Grosse Ile Recreation Summer Playground Program.
4. Supervise daily check-in and check-out of all participants.
5. Supervise and direct all staff and volunteers assigned to work with the Day Camp program to lead group activities and other staff and volunteer duties.
6. Track and assign staff to weekly roles and co-buddy assignments.
7. Coordinate and facilitate staff meetings.
8. Manage budget, maintain and stock all SP program equipment.
9. Administrative duties.
10. Maintain weekly program records.
12. Staff, camper and parent relations.
13. Practice and enforce all program safety regulations and emergency procedures.
14. Abide by all Recreation Department and Program policies.
15. Responsible for health and well-being of self, staff and all participants.
16. Perform all other duties and roles assigned by the Director or Enrichment Coordinator.

Specific Duties

1. Develop and direct programs for Grosse Ile Recreation Summer Playground Program.
2. The Manager creates the weekly schedule, coordinates special programs, and develop program ideas.
3. Coordinate changes in the schedules as they occur during the week.
4. Prepares and coordinates alternate activities in the event of inclement weather or scheduling overlap, including rainy day locations.
5. Coordinate and facilitate all "large group" activities for participant. "Large group" activities may include, hayrides, walking trips, talent show, swim time, etc...
4. Supervise daily check-in and check-out of all participants.
5. The Manager's primary role is to communicate with parents. Field their questions and inform them of how their child is doing.
5. Supervise and direct all staff and volunteers assigned to work with the SP program to lead group activities and other staff duties.
6. Make yourself available for staff feedback and concerns.
7. Lead by example.

8. Consult with the Director prior to each week of the program, to identify camper special needs and requests.
9. Provide an orientation for all staff, to prepare them for working with the playground program.
10. Provide staff copies of weekly schedules, participant lists, and health forms.
11. Manage budget, maintain and stock all DC program equipment.
12. Consult with the Director or Maintenance supervisor of any equipment orders, needs, or repairs.
13. Maintain an inventory list, as to know what needs to be ordered throughout the summer.
14. Maintain and clean the program equipment after each use.
15. Direct all cleaning duties assigned to staff. Cleaning responsibilities include Centennial Farm and Water's Edge Pool.
16. Maintain weekly program records.
17. Assist the Director with communicating to parents of homesick, sick, or injured participants.
18. Inform parents (weekly parent letter) of the activities and programs their children will be participating in throughout the week at camp.
19. Practice and enforce all camp safety regulations and emergency procedures.
20. Maintain group/staff control at specialized group activities so that other support staff can focus on safety.
21. Refer to staff manual to be sure all safety regulations and emergency procedures are being followed.
22. Abide by all camp policies and covenant agreement.
23. Program policies are sent out prior to staff training and discussed in detail during staff training. All staff and volunteers are to abide by these policies.

I have read and fully understand the job description for this position.

_____ (Print name) _____ Date

_____ (Signature) _____ Date