

Job Description

SUMMER CAMP DIRECTOR

Department: Parks and Recreation
Position Classification: P/T Camp Counselor
Civil Service Status: Unclassified
Employment Status: Part-Time
Reports To: Recreation Supervisor
Supervises: Camp Counselors
Working Hours: Monday-Friday from 8:00a.m.-4:00p.m.

SUMMARY

The Camp Director position reports to the Recreation Supervisor and is in charge of Summer Adventure Camp. The Camp Director is responsible for the supervision and training of a staff of seasonal employees and the supervision and safety of participants from 6-12 years of age in Summer Adventure Camp. The primary duties of the Camp Director include planning, developing, coordinating, and supervising the weekly day camp activities according to the weekly theme; preparing and maintaining administrative paperwork as directed by the Recreation Supervisor; provide a safe and supervised environment for campers, and providing a high level of customer service for patrons and staff. The Camp Director must be able to develop a staff team and work independent of direct supervision. This position needs to be responsible, trustworthy, and able to deal appropriately with staff, the public and difficult situations.

MINIMUM QUALIFICATIONS

- Previous experience in day camp programs preferred but not required.
- Previous experience working with children.
- Must be at least 18 years of age.
- Have current First Aid and CPR certifications.
- Experience in leading children in one or more of the following areas; recreational games, arts, crafts, camping, music, drama, or sports.
- Must possess and maintain a valid Ohio driver's license and retain the ability to be insured by the City's Liability carrier.
- Must be able to pass a driving record check and a thorough background check.
- The City of North Ridgeville promotes a drug / alcohol free work environment through the use of a mandatory pre-employment drug testing.

ESSENTIAL FUNCTIONS

- Enforce the rules and policies of the City of North Ridgeville Parks and Recreation Department regarding Summer Adventure Camp.
- Play and lead a variety of active games and activities with children on a daily basis.
- Prevent accidents and injuries, and report any unsafe situations or conditions to the Recreation Supervisor.

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ESSENTIAL FUNCTIONS CONTINUED

- Wear designated uniform on the assigned days.
- Provide a high level of customer service for patrons and staff.
- Attend scheduled meetings regarding camp issues.
- Provide a safe environment for participants and have the ability to respond quickly to an emergency.
- Must have regular and predictable work attendance to fulfill the essential functions of the job.
- Other duties as assigned.

EQUIPMENT OPERATED

Ability to operate a city vehicle. Will utilize a computer to access the internet for a variety of purposes but not limited to: RecDesk, photo sharing with Recreation Supervisor, and timesheet submittal through Right Stuff.

PHYSICAL DEMANDS AND WORK CONDITIONS

This position works indoors and outdoors with groups of children ranging in age from 6-12 years of age. Must be able to physically play and demonstrate games, work with arts and crafts materials, work outdoors for extended periods of time in all kinds of weather conditions, lift 20-50 lbs., and able to respond and react to an emergency in an effective manner.

Job Description Approval:



Mayor Kevin Corcoran

February 22, 2023

Date