

City of Beavercreek
An Equal Opportunity Employer

Position Title: Camp Director

Department: Parks, Recreation, and Culture

Employment Status: Seasonal

FLSA Status: Non-Exempt



GENERAL NATURE OF WORK: Assist with the coordination and daily operation of eight one-week long summer day camps for children ages 6-12. Plan, implement, and coordinate a specified program area for all camp participants. Direct responsibility for supervision of camp counselors. Duties are performed under the direction of the Recreation Program Supervisor, Department of Parks, Recreation, and Culture.

EQUIPMENT & JOB LOCATION: This position requires general knowledge of sports, crafts, nature and outdoor activities. Camps are held at Rotary Park, six (6) weeks and CI Beaver Park, two (2) weeks.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in all positions in this class.

- Plans and coordinates weekly schedule
- Guides and directs assigned campers in a wide variety of camp activities.
- Provides leadership at camp ensuring a high quality program
- Responsible for pre-camp orientation and training
- Supervise and evaluate counselors
- Ensure there are proper supplies and equipment to implement a successful camp
- Keep accurate records (attendance, transportation, etc)
- Maintain camper discipline as necessary

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Maintains good working relationships with employees, the public, parents of campers and campers
- Sets a good example for campers, and encourages respect for personal property, camp equipment and facilities
- Assist in post-camp evaluation of program
- Performs other duties as assigned. (4th of July)
- May be required to serve as camp counselor on any given day

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public.
- General knowledge of camp administration and recreational programs.
- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Skill in dealing firmly, tactfully, and courteously with the general public.

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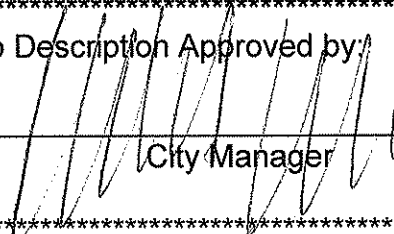
- Ability to understand and follow oral and/or written instructions.
- Possession or ability to obtain promptly certification in CPR/AED and First Aid (child through adult)
- Ability to make on-the-spot decisions when necessary
- Strong organizational skills
- Ability to work under the direction of the Recreation Program Supervisor

DESIRABLE TRAINING AND EXPERIENCE:

- Preferable fields of study: recreation administration, education or a related field or experience in related fields such as early childhood education, outdoor education, program evaluation, personnel management, sports management. Teaching experience or experience with youth camps preferred.
- Excellent communications and interpersonal skills, public relations, organizational and planning skills.

NECESSARY SPECIAL REQUIREMENTS:

- Possess and maintain a valid State of Ohio Drivers License.
- Ability to work other than normal working hours, and to work various shifts as necessary.

Job Description Approved by: _____
 _____
City Manager
Date 12-17-10

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Employee Signature

Date