

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JUNE 3, 2009

### **SUMMER CAMP DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible for directing and supervising a specific summer camp program and its associated staff. The number of camp staff will vary depending on the type of summer camp and the number of participants. Responsibilities include camp program promotion, camper and staff recruitment, staff training, and supervision of daily camp activities. This position will be temporary for a period of time not to exceed 90 days during portions of the months of June, July and August. Direct supervision is received from the Assistant Director of Community Education and the incumbent is permitted wide leeway in exercising independent judgment. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

1. Directs and supervises programs to reflect the goals of the specific camp;
2. Develops and implements a system for recruiting campers and staff utilizing brochures, telephone calls, reunions, prospect lists, etc.;
3. Prepares and conducts pre-camp and in-service staff training;
4. Orders and/or supervises the ordering of food, supplies, and equipment and arranges for proper distribution;
5. Develops routines, schedules and procedures for camp operation;
6. Assigns staff responsibilities and daily activities;
7. Supervises and evaluates the camp operations and program staff;
8. Works closely, cooperatively and amicably with all staff members;
9. Observes campers for illness and/or injuries and contacts parent/guardian to discuss illness and/or injuries as appropriate;
10. Maintains and reviews records and evaluations for all programs, operations, staff, and facilities;
11. Monitors procedures established for the camp to ensure compliance;
12. Seeks to provide an atmosphere that maintains good morale and well-being among the entire camp;
13. Resides in housing with campers;

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of recreation administrative theory, principles and practices; good knowledge of summer camp program activities; good knowledge of planning and equipping recreation facilities and areas; good knowledge of public information and public relations techniques; ability to plan, organize, develop and promote a summer camp program; ability to plan, organize, coordinate, administer and evaluate the effectiveness of camp programs; ability to prepare budgets, operating reports and a variety of other reports relative to camp program activities; ability to establish and maintain effective working relationships with others; ability to supervise the work of others; ability to communicate effectively both verbally and in writing; willingness to work irregular hours; leadership; good judgment; neatness in appearance; reliability; physical condition commensurate with the demands of the position.

#### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma **and**

Two (2) seasons of college coaching experience in the applicable sport or four (4) seasons of high school coaching experience in the applicable sport or four (4) years of experience in the applicable activity.

**NOTE:** Verifiable volunteer and/or part-time experience will be pro-rated towards meeting the experience requirement.