

VACANT POSITION

DEPARTMENT: LEISURE SERVICES

OBTAIN APPLICATION: <https://www.spaldingcounty.com/careers.php>

APPLICATION & PROOF OF EDUCATION TO: employment@spaldingcounty.com or 119 E. Solomon St, Room 110

CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED

Job Title: Day Camp Director (Position #2516)
Salary: Pay Grade 10; \$16.70 per hour
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: Summer Seasonal position. 40 hours per week. **Employment to begin May 22, 2023**

This position has been determined to be non-exempt under the provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Requires a High School diploma or GED, a minimum of one to two years of arts and craft, recreation, and/or teaching experience (or related), and working knowledge of Microsoft Office Suite; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

GENERAL STATEMENT OF JOB: Under limited supervision, directs and manages the Day Camp Program in the Leisure Services Department. Responsible for planning daily/weekly activities; supervising and assigning staff; purchasing and maintaining equipment and supplies; preparing reports; and monitoring and enforcing safety policies. Reports to the Programs Supervisor.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office equipment and teaching tools. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary active work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

Interviews seasonal Day Camp Counselors and makes recommendations to Programs Supervisor for hire. Supervises, schedules, develops, directs and evaluates staff. Evaluates, counsels and handles employee concerns and issues and makes recommendations to Supervisor.

Prepares a complete camp program plan to include daily schedule, camp theme, activities, and coordinates field trips etc. which are age appropriate for camp participants.

Conducts and executes the program plan within a very positive, professional and nurturing environment.

Schedules and assigns specific daily/weekly duties and responsibilities of Camp Counselors.

Prepares supplies and equipment lists for requisition and purchase based on program budget and presents to Programs Supervisor.

Manages community center operations during summer camp to include office operations, submits work orders and participation reports as needed utilizing online software program.

Conducts camp registration, collects money and issues receipts, etc. Utilizes computer software to process registrations and payments and daily check in of participants. Prepares revenue and expenditure reports.

Orients parents and participants to camp plan, keeps them informed regarding planned activities trips etc.

Manages conduct of camp participants within a nurturing environment and upholds camp guidelines for conduct and activity participation. Keeps parents/guardians informed as to the conduct of their child.

Prepares participation reports, revenue reports, check in reports etc.

Monitors and enforces safety rules such as those required for pool safety, on buses, and on field trips.

Promotes Day Camp through created fliers, press releases and camp announcements/notices for parents.

Facilitates and manages the summer nutrition program. Maintains requirements of program.

Reports injury and incidents involving participants to parents/guardians and Programs Supervisor.

March 17, 2023

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