

JOB TITLE: Day Camp Coordinator

WORK HOURS: 40 hours/week, June – early August
Includes July 4th, occasional weekends and evenings
One week prior to Staff Training -May
One week after camp ends-August

ILLUSTRATIVE DUTIES:

Administrative

- Maintain accurate records regarding day camp and participant comments.
- Organize and distribute t-shirts to campers.
- Organize daily distribution of supplies with staff.
- Prepare a weekly schedule of volunteers.
- Attend weekly program staff meetings.
- Prepare written evaluations of the programs.

Personnel

- Supervise all camp staff and volunteers.
- Conduct training sessions, planning meetings and performance evaluations of camp staff and volunteers.
- Make recommendations to the Program Supervisor for staffing needs.

Programming

- Supervise daily operation of camp.
- Conduct camp orientation at the beginning of each new session.
- Review counselor's schedules, make recommendations for program ideas and improvement.
- Plan, prepare and conduct weekly all-camp special events.
- Sign in campers on the first day of each week.
- Organize counselor and volunteer activity schedules.

Public Relations

- Serve as a public relations liaison with the community.
- Maintain a positive relationship with the School District for shared use of facilities.
- Maintain an atmosphere of cooperation and camaraderie between campers and staff.
- Conduct a litter sweep and safety check at the park first thing each day.

General Duties

- Attend CPR and 1st Aid Certification.
- Ensure the safety of all campers by maintaining a safe, clean and controlled area.
- Enforce all park rules and regulations.
- Coordinate the daily set-up of and break down of camp needs.
- Organize, pack and set up all supply boxes for daily programs.
- Coordinate equipment distribution with staff.
- Perform basic first aid as necessary.
- Clean up site at end of camp and move supplies back to the Park Headquarters.
- Conduct end of the season clean up and inventory of program supplies.
- Make recommendations for site improvement.

- Other duties as assigned.

QUALIFICATIONS:

- Proven experience with children's programs.
- Exceptional skills in organization and communication.
- Supervisory experience.
- Must be insurable by Park District insurance to operate vehicles.
- Reliable transportation.
- An interest and/or knowledge in environmental education.
- An ability to work well with others and as part of a team.