

Job Title: Camp Director
Department: Recreation
Reports To: Chief Operations Officer
Status: Part-Time, Seasonal (40 hrs week, 4-6 weeks annually)

Job Summary

Under general supervision of the COO, the Day Camp Director provides program leadership and manages the day-to-day operations of camp. This position is responsible for ensuring that the program and all activities are accessible for blind and low vision participants. The Day Camp director will work with Day Camp Counselors to deliver a high-quality camp experience filled with intentional educational experiences that are fun and engaging.

Essential Duties and Responsibilities (include but not limited to):

- Responsible for supervising and managing daily operations of the camp location
- Ensure children are properly supervised at all times and appropriate staff to student ratios are maintained.
- Collaborate with the staff to bring purposeful, creative work to the camp
- Track inventory of program supplies and coordinate with COO to order any necessary supplies for programming.
- Support Camp Counselors in effectively delivering content through feedback and coaching.
- Coordinate with COO to provide appropriate training and coaching for Camp Counselors
- Implement appropriate activities in accordance with established program goals and quality standard at Children's Learning Center (CLC).
- Work with various organizations and groups to implement assigned programs.
- Assemble supplies and set-up and take-down of equipment, tables and chairs as needed.
- Ensures facilities, equipment and play areas are in a clean, safe and satisfactory fashion.
- Supervise and coordinate a variety of recreation and social events/programs (including community field trips and other camp-related activities and projects)
- Inform parents/ guardians of important information regarding their children and upcoming events
- Maintain accurate written on a daily basis for the camp including data related to registration, attendance, safety and activity records.

- Maintains discipline at facility, enforces rules and regulations and completes incident reports.
- Renders routine first aid as necessary.
- Performs related duties as assigned.

Qualifications

Knowledge of

- Recreation, cultural and educational activities suitable for children with visual impairments or the physically challenged; fundamentals, rules, techniques and materials of group games, sports, crafts and other recreation and leisure activities; basic principles and techniques of first aid.

Ability to

- Manage multiple activities and adapt programming as needed; encourage interest and participation in activities; instruct and lead others in assigned activities; engage in moderate physical activity and provide leadership in group activities; establish and maintain effective working relationships with the public, volunteers and other employees; work a flexible schedule based on program needs; work indoors and outside in a variety of temperatures and weather conditions; lift up to 50 lbs. and set up supplies and equipment; work independently and assume responsibility for a task; and maintain positive personnel relationships.

Education and/or Experience

- High School Diploma at least 18 years of age
- Prior experience managing day camp program and staff

Certificates, Licenses, Registrations

- First Aid and CPR certification and/or ability to obtain it within 30 days of hire

Language

- Proficient English, oral and written - Spanish a plus

Signature _____ Date _____