



Position Title: Part-Time Camp Director (Children's Trust)

Job Code: 8112

Reports To: Program Manager

Grade: HI

FLSA: Exempt

Job Description:

The Part-Time Camp Director is responsible for planning, directing and supervising all camp programs and staff.

Duties & Responsibilities:

- Oversees the daily camp activities
- Oversees curriculum planning
- Ensures that students are prepared and perform well on Oral Reading Fluency Test and PACER testing
- Creates an environment to ensure daily participation and attendance by kids
- Ensures data is collected and inputted daily for Children's Trust records
- Ensures that all items are prepared and ready for the monitoring report
- Plans and organizes fieldtrips and bus logistics
- Supervises Lead & Junior Counselors.
- Builds and nurtures parent relationships to ensure consistent participation
- Performs duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree and three (3) years' experience working with children
- Ability to pass basic swim test
- Ability to manage staff and achieve high program outcomes
- Ability to develop, plan, organize and carry out daily and special programs
- Ability to prepare and provide records and reports of attendance, budget maintenance and staffing schedule
- Possess good conflict resolution skills and the ability identify and diffuse problems before they arrive
- CPR and First Aid Certification
- Must be comfortable working outdoors for extended periods of time under varied environmental conditions
- Must attend mandatory trainings

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name