

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Summer Day Camp Director / Assistant Director

Roswell Area Park and East Roswell Park

Department: Recreation, Parks, Historic and Cultural Affairs

Pay Range: \$14 - \$17 / Hourly

Job Status: Seasonal (120 days or less); Days, Evenings, and/or Weekends

JOB SUMMARY

Responsibilities will include direct supervision, scheduling, and management of camp counselors, creative planning and implementation of daily/weekly activities, assisting and working closely with program supervisor in planning major events and activities, and other duties as assigned by program supervisor for campers ages 4-11.

ESSENTIAL JOB FUNCTIONS

- Be creative and collaborative and work well as a member of a team. Able to take direction from supervisors.
- Able to plan and execute daily schedules of camp groups (approximately 100 -120 campers) including planning activities, crafts, and in-house field trips.
- Supervise a part-time counselor staff of approximately 15-20 members, including scheduling (both daily and weekly).
- Must be able to utilize both required camp software programs after training.
- Able to establish a tone of high energy for camp/campers. Be able to be creative in regards to researching new games, ideas, activities.
- Follow all rules of each venue and assure that each camper is also following rules and guidelines.
- Communicate with and between supervisors, participants, and parents with regard to campers.
- Show professionalism, energy, responsibility, dependability, and have the ability to multi-task.

- Set up needed materials, equipment, and other items for programs/activities.
- Must be able to commit to a full day of (7-9 hours per day) and a minimum of 5 weeks out of the 8-week summer.

MINIMUM QUALIFICATIONS

Education and Experience:

Associates Degree or higher in related field or at least 2 years of experience in leadership of staff in a summer camp or educational/school environment is required. Proficient in Word, Excel, and Outlook and the ability to learn City registration software program is required, as well as the ability to plan, organize, and oversee all functions of summer camp including pre-planning and attending pre-camp meetings.

Licenses or Certifications:

Driver License preferred

Special Requirements:

Candidates should be in good physical condition as activities with campers are moderately to highly physical. Mandatory orientation is required.

Knowledge, Skills, and Abilities:

Knowledge of Excel, Word, and other office suites preferred. Will be required to train to learn our registration system, and camp management software

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-35 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.