

## JOB DESCRIPTION

DEPARTMENT: Parks

JOB TITLE: Camp Coordinator

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### **General Duties:**

Responsible for planning, organizing and implementing summer youth camps and programs for the Parks Department. Performs under the direction of the Parks and Recreation Director. This is a seasonal, part-time position dependent upon on the number of camps and programs offered during the summer season.

### **Specific Duties:**

- Directly responsible for the creation, planning and implementation of all summer youth programs.
- Plan day-to-day activities appropriate for each age group.
- Assist with the camp and program registration process when needed. Help promote camps and programs to increase registration numbers.
- Responsible for direction and supervision of Recreation Attendants assisting with camps and programs.
- Responsible for maintaining a safe and fun learning environment for camp participants.
- Seek out community sponsorships and partnerships to help with the successful and fiscally responsible implementation of programs.
- Maintain good order, discipline, and behavior among campers.
- Provide the highest level of customer service to parents and camp participants.
- Assist with the implementation of aquatic programs when needed by the Pool Manager.
- Assist with the implementation of adult programs when needed by the Parks and Recreation Director.
- Perform other work assigned and required by the Parks and Recreation Director.
- Recognize and respond effectively to any emergencies. Report any issues or concerns to the Parks and Recreation Director.
- Compile reports to assess and evaluate the success of camps and programs.
- Gather feedback from parents and participants to make recommendations for future programming.

**Education Requirements:**

- Must be at least 18 years old with a High School Diploma.
- Must have or be able to attain a First Aid/CPR/AED Certification.
- Must have or be able to attain a Food Handler Certification.
- Must have previous experience working with children.
- Pursuing a career in education, parks and recreation or child care highly preferred.
- Must be able to pass a background and drug test.

The undersigned acknowledges receipt of the job description and understands the duties and responsibilities associated with this position.

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Employee Signature

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Date