

**CITY OF ROLLA, MISSOURI
POSITION DESCRIPTION**

Class Title: **Day Camp Director**
Salary Range: **\$12.242- \$16.212/hour**
Department: **The Centre**

Grade Number: 8

FLSA: **Part-Time, Non-Exempt**

GENERAL PURPOSE:

Day Camp director will oversee most aspects of staffing, programming, and camper relations for our summer camp season. Campers will range from preschool aged through 12 years. Duties include staff hiring and training, site and resource organization and program management. Responsibilities include directing staff trainings, weekly staff planning meetings, managing camper information and groupings, maintaining fiscal records and working within a budget, maintaining camp resources and supplies, and interacting with parents, campers, staff and administration as needed. The director is accountable for the overall management of the program and is specifically responsible for personnel management, program development and health and safety management. This position lasts approximately 6 months and exact dates are negotiable.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop and coordinate camp programs and activities for a safe, engaging, high quality summer program

Provide organizational and programmatic support as necessary

Oversee hiring and training of all summer camp staff

Maintain fiscal records for summer camp program, including summer budget and effectively managing employee expenses.

Oversee the follow-through of any correspondence necessary related to camp functions and activities.

Oversee camp recruitment and registration

Address crisis management, discipline and troubleshooting issues related to campers and/or staff.

Assist in determining supply and equipment needs and in ordering/purchasing

Support and supervise instructors in organizing, implementing, decision-making and trouble-shooting

Maintain a positive team atmosphere that includes campers, families, camp based and office based staff, and volunteers

Schedule, supervise and evaluate program staff, including Lead Instructors, Instructors, CITs and volunteers, providing support and disciplinary measures when necessary.

Assist in the evaluation of the camp itself, as well as the camping experience for youth participants.

EDUCATION:

High School Diploma or equivalent preferred.

Specialty training or certifications preferred

SPECIAL QUALIFICATIONS:

At least 21 years old

At least 1 year of administrative or supervisory experience

Experience teaching students of all ages in a variety of outdoor/indoor recreation settings

Experience providing recreation programming.

Strong commitment to teaching.

Works well with minimal supervision, and asks for assistance when needed

Required certifications include: Responding to Emergencies First Aid and CPR for the Professional Rescuer or equivalent training.

Prior camp experience, background in outdoor/recreation skills, experience managing a staff of up to 30 individuals, flexibility, and a playful team spirit.

Well-developed sense of humor, play and curiosity

Manages conflict situations appropriately

Excellent social, communication, writing and computer skills

Ability to work some weekends and evenings

Current driver's license with clean driving record

Ability to pass background checks



IN-HOUSE/OUTSIDE JOB ANNOUNCEMENT

Day Camp Director

The Centre

GRADE CLASSIFICATION: 8 (\$12.242/hr - \$16.212/hr) **FLSA:** Part-Time, Non-Exempt

DESCRIPTION OF DUTIES:

Develop and coordinate camp programs and activities. Provide organizational and programmatic support as necessary. Oversee hiring and training of all summer camp staff. Maintain fiscal records, including budget and effectively managing employee expenses. Oversee the follow-through of any correspondence necessary related to camp functions and activities. Oversee camp recruitment and registration. Address crisis management, discipline and troubleshooting issues. Assist in determining supply and equipment needs and in ordering/purchasing. Support and supervise instructors in organizing, implementing, decision-making and trouble-shooting. Maintain a positive team atmosphere for entire program personnel. Schedule, supervise and evaluate program staff, providing support and disciplinary measures when necessary. Assist in the evaluation of the camp itself, as well as the camping experience for youth participants. This position lasts approximately 6 months and exact dates are negotiable.

EDUCATION:

High School Diploma or equivalent preferred. Specialty training or certifications preferred.

SPECIAL QUALIFICATIONS

At least 21 years old with one year of administrative or supervisory experience. Experience teaching students of all ages in a variety of outdoor/indoor recreation settings. Experience in programming. Strong commitment to teaching. Works well with minimal supervision. Certifications: Responding to Emergencies First Aid and CPR for the Professional Rescuer or equivalent training. Prior camp experience, background in outdoor/recreation skills, experience managing a staff of up to 30. Current driver's license with clean driving record.

PHYSICAL DEMANDS

Employee is frequently required to walk, sit, talk and hear, use hands, tools or controls; and reach with hands and arms. Must occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision and the ability to adjust focus. Exposure to varied weather conditions.

APPLICATION DEADLINE

Applications accepted until position is filled. Send resume to: Marci Fairbanks, Interim Director, The CENTRE, P.O. Box 979, Rolla, MO 65402. Resumes may also be faxed to (573) 341-2381 or e-mailed to mfairbanks@rollacity.org. Application forms and full position descriptions are available at the Front Desk at the Centre, located at 1200 Holloway. Interested individuals may also apply on-line at <http://www.rollacity.org/info/employment.shtml>.

**AN EQUAL OPPORTUNITY EMPLOYER
EMPLOYER COMPLIES WITH ALL A.D.A. REQUIREMENTS**