

Job Posting
Camp Director

DESCRIPTION

The Camp Director is responsible for providing a fun, safe and memorable experience to camp participants by planning, preparing and implementing daily camp activities while adhering to Bensenville Park District policies, rules and procedures.

DUTIES AND ESSENTIAL JOB FUNCTIONS

- Oversee the daily operations of Summer Camps
- Actively supervise staff to ensure they are following proper procedures and adhering to safety practices
- Create staff schedules and find substitutes
- Develop and implement pool rotation to ensure camp participants are being properly supervised at the Water Park
- Set opening and closing day procedures with Recreation Supervisor and Lead Counselors
- Develop routines, schedules, and procedures for Day Camp Operations
- Assist in purchasing, distribution and maintaining an inventory of supplies
- Assist with planning camp special events and themed activities
- Assist with conducting weekly staff meetings
- Assign staff activities and other responsibilities
- Maintain and review records and evaluations of all Day Camp programs, operations, staff and facilities
- Organize and supervise weekly field trips, supplies, transportation, and crisis management
- Monitor safety and all procedures as they pertain to the supervision of all campers and staff
- Help provide an atmosphere for developing good morale and well being among the camp family
- Ability to communicate the safety regulations and emergency procedures with staff
- Ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques

QUALIFICATIONS

- Minimum of one year college education. Working towards a degree in Education or Recreation Administration or related field is preferred
- Minimum two years of experience working in a camp setting with youth
- Excellent skills in planning activities for children
- Ability to communicate and interact effectively with children, parents, and staff
- Ability to solve problems that may arise
- Must be energetic, have a positive attitude and be encouraging
- Ability to enforce Park District rules and safety practices
- Excellent customer service skills
- Certified in CPR/AED and First Aid is required

JOB STATUS Part time **DEPARTMENT** Recreation **FSLA STATUS** Non-Exempt

SALARY \$12.00 per hour

HOURS Before camp/morning shift 7:15 a.m.-8:55 a.m., day shift: 9:00 a.m.-3:00 p.m., after camp/after noon shift: 3:00-6:00 p.m. Assigned days and hours based on availability

HOW TO APPLY Interested applicants may submit application to Lisa Semetko, Recreation Supervisor at lsemetko@bensenvilleparkdistrict.org or bring to the Deer Grove Leisure Center.