



TOWN OF DANVILLE
CAMP DIRECTOR
JOB DESCRIPTION
 UPDATED DECEMBER 2020

JOB TITLE:	Camp Director
DEPARTMENT:	Parks and Recreation Department
LOCATION:	Danville, IN
REPORTS TO:	DAC & Recreation Manager, Assistant Director and/or Director
SALARY:	\$13.00 per hour
TYPE OF POSITION:	Seasonal
HOURS:	Up to 10 hours per week
OVERTIME:	No

SUMMARY

Directs and organizes the operation of the Danville Summer Park Program. Instructs counselors to orchestrate activities designed to promote social, physical, and intellectual growth in accordance with Danville Park and Recreation’s mission.

DUTIES AND RESPONSIBILITIES

Works as support staff for divisions and services of the Danville Parks and Recreation Department:

- Make sure all the days programs are laid out for counselors
- Communicate with staff at all times
- Provides a safe, healthful, and enjoyable environment
- Supervise and maintain an adequate view of participants
- **NEVER leave the children unattended — NO EXCEPTIONS.**
- Know, enforce and adhere to the safety regulations and rules; maintain order at all times; be strict, but courteous–
- Always be in proper uniform while on duty
- Know the emergency procedures; be prepared to give first aid to injured persons
- Be familiar with the location of all emergency equipment and first-aid supplies and know how to use them without further endangering the injured person
- Accurately complete an accident form when necessary
- Inspect and report any broken equipment
- Attend in-service training meetings or practices and special meetings at the request of the DAC & Recreation Manager.
- Assist in cleaning as required
- Supervise camp counselors during “check in” and “check out” each day
- Performs other duties as assigned by the DAC & Recreation Manager, Assistant Director and/or Director

QUALIFICATIONS

- High school education or GED required; must be at least 18 years of age
- Current certification in CPR and First-Aid required
- Previous experience working with children
- Have a desire to help the public, good verbal communication skills and somewhat of an outgoing personality
- Be friendly, mature, trustworthy, dependable, and responsible
- Be in good physical condition
- Having a willingness and desire to work in a courteous and pleasant manner with persons of all ages; ability to deal effectively with co-workers and the public

WORK ENVIRONMENT

Required Physical Activities: Swimming, walking, balancing, climbing, standing, stooping, lifting, pulling, pushing, reaching, talking, feeling, hearing, grasping.

Physical Characteristics of Work: Work involves sitting approximately 10% of the time, standing and/or walking approximately 90% of the time. Requires the exertion of up to 25 pounds routinely, exertion of up to 50 pounds occasionally, and exertion of more than 50 pounds infrequently to lift or otherwise move people or objects.

Vision Requirements: The minimum standard for use with those whose work deals largely the ability to complete written reports, read directions and scan area for hazardous situations.

Environmental Conditions: Work is performed in a typical in an outside environment. The worker may be exposed to temperatures more than 100 degrees for more than one hour. May be subject to stressful situations if a life-threatening incident occurs.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform. This position will be subject to the rules, policies, and operating procedures established by the Park and Recreation Board and the Town of Danville, as they may be amended from time to time.

Signature

Date

Printed Name