

JOB TITLE:	Camp Director
DEPARTMENT:	Parks and Recreation Department
LOCATION:	Danville, IN
REPORTS TO:	Recreation & Aquatics Manager, Assistant Director and/or Director
SALARY:	\$14.00 per hour
TYPE OF POSITION:	Seasonal
HOURS:	Up to 29 hours per week
OVERTIME:	No

SUMMARY

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES AND RESPONSIBILITIES

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

- Oversee daily operations of the Summer Park Program
- Make sure all the days programs are laid out for counselors
- Communicate with staff at all times
- Provide a safe, healthful and enjoyable environment for fun.
- Supervise and maintain an adequate view of all participants
- Never leave the children unattended
- Know enforce and adhere to the safety regulation 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
- Accurately complete an accident form when necessary
- 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.
- Evaluates staff and existing programs
- Inspect and report any broken equipment
- Attend in-service training meetings or practices and special meetings at the request of the Recreation and Aquatics Manager
- Assist in cleaning as required
- Assist with check in and check out each day
- Performs other duties as assigned by the Recreation & Aquatics Manager, Director and/or Assistant Director

QUALIFICATIONS

- Must be at least 15 years of age
- Reliable transportation to and from work
- Current certification in CPR and First Aid preferred
- Previous experience working with children preferred
- 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 general public

WORK ENVIRONMENT

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

Physical Characteristics of Work: Work involves standing and/or walking 70% of the time, standing approximately 20% of the time, sitting approximately 10% 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 with the ability to complete written reports, read directions and scan area for hazardous situations.

Environmental Conditions: Work is performed in a typical outside environment. The worker may be exposed to temperatures in excess of 90 degrees for more than one-hour, possibly slippery walking surfaces.

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