

DAY CAMP SITE DIRECTOR

Job Status	Part-time/Seasonal
Department	Athletics/Recreation
FSLA Status	Non-Exempt
Hours	7am-1pm OR 12:30p-6p
Salary	\$20-25, DOQ

Description:

The Day Camp Site Director will be responsible for all camp operations including, but not limited to supervision of staff, daily attendance, administrative duties, planning and organizing daily activities as well as theme or special event days. The Site Director is required to be on site M-F, either at Oasis Recreation Camp or Summer Sports Camp; May-August. Special event and/or weekend hours may be required throughout the summer.

Job Requirements and Prerequisites:

- Advanced knowledge of summer day camp operations and/or childhood education
- Assists with the scheduling, hiring, training and supervision of camp counselors
- Responsible for the safety, supervision, and organization of camp site
- Required to be on site at the beginning/end of each camp day while campers are at the aquatic facility, field trips, special events, and throughout the day
- Establish and maintain open lines of communication with parents/patrons
- Ability to implement an activity plan and follow a rotation schedule
- Take on the responsibility of camp counselor in his/her absence
- Coach and mentor staff to best implement activity plans and special event days
- Address all camper and staff behavior issues, and consult with direct supervisor
- Manage program supplies, equipment, and facility space clean, safe, and organized
- Attend all staff meetings and training programs as required
- Other duties as assigned

Qualifications:

- Individuals who are at least 21 or older who have experience working with children (Pre-K – 8th) and have at least 2 years' experience within a camp setting, educational training, and/or outdoor environmental education work experience
- Have basic knowledge of a variety of sports and game play
- Ability to implement a curriculum and/or activity plan
- Ability to communicate and interact effectively with children, parents, and staff
- Ability to solve problems as they arise
- Must be dependable, energetic, and have a positive attitude
- Ability to enforce Park District rules and safety practices
- Certified in CPR/AED and First Aid
- Efficient time management skills

HOW TO APPLY Interested applicants can apply [here](#), via our Google Form.