



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Summer Camp Coordinator	DEPARTMENT: Parks & Recreation
IMMEDIATE SUPERVISOR: Recreation Specialist	GRADE/RANK: 8 (Seasonal)
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

The Summer Camp Coordinator is a seasonal position working under the supervision of the Recreation Specialist with responsibility to plan, direct, and supervise all camp programs and program staff. He or she will ensure that the program is consistent with the camp mission statement by directing day-to-day operations of the camp. The program director must be a proven and confident leader and manager, an individual with a reputation for excellence, integrity, fairness, and with the proven ability to implement innovative programs. Performs program assistance to department personnel and general public in the areas of program information, registration, and support.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Confirms staff at each site, and sets work schedules;
- Develops a spreadsheet of staff schedules;
- Monitors and approves weekly timecards via Kronos;
- Coordinates with supervisor to organize child and staff records and site materials and supplies prior to orientation;

- Informs each staff via a letter or email about the dates and times of orientation;
- Develops handbook for orientation;
- Plans staff orientation and plans at least 8-10 hours of age-appropriate training. As well as schedules mandatory Daily Health Observation, TB testing and First Aid CPR. Document the training for Social Service reporting. The orientation manual presentation should be provided for each new hire;
- Develops camp manual with daily calendar that includes activity times, instructors, field trips and special events. Uses previous manual as a guide and include new policies and themes, etc. for this year;
- Organizes schedules for each site based on staff and activity registration;
- Books all special instructors and prepare contracts;
- Plans site orientations with site supervisors. All parents of children with special needs must be contacted and invited to speak about how to care for their child's special needs during the site orientation;
- Organizes bus drivers for pool, skating and field trips;
- Plans Special Event Fridays and field trips, such as Harrisonburg Pool, Kings Dominion (MHP), Laser Tag, etc. Makes sure all agreements are documented in writing;
- Plan special events and speakers to come to your site on the other Fridays.
- Plans camp programs and instructors to reflect the camp theme;
- Orders or supervises the ordering of food, supplies, equipment, and arrange for proper distribution;
- Supervises and evaluates direct reports and supervise the evaluation of all operations and program staff;
- Maintains and reviews records and evaluations of all programs, operations, staff, and facilities;
- Prepares an evaluation and summary of current season including inventories, staff evaluations, camper reports, and recommendations for the following season;
- Defines and monitors crisis management plan, including emergency procedures;
- Organizes and/ or approves trips out of town for program, supplies, permission forms and crisis management;
- Monitors safety and all procedures as they pertain to the complete supervision of all campers and staff;
- Helps provide an atmosphere for developing good morale and well-being among the camp family and;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have similar administrative programming experience to the position, the ability to supervise staff and campers, the ability to communicate orally and in writing with parents, children and staff and the ability to plan originate, organize and carry out daily and special programs. Must have a demonstrated ability to interpret policies and procedures, follow oral and written instruction, interact with individuals and groups of all ages and interests and be able to work multiple tasks simultaneously. Must have excellent customer service skills, basic computer skills and the ability to work independently in the absence of specific instructions.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

High School diploma or equivalent amount of training and experience. Classes or experience organizing and supervising recreation and/or athletic programs

SPECIAL REQUIREMENTS:

Current CPR and first aid certifications by start of camp.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is both on-site and office work. On-site work frequently requires the exertion of up to 20 pounds of force and occasionally of 50 pounds of force to lift and move objects. Work requires frequent bending, squatting, kneeling, climbing, and reaching above shoulders. Office work requires repetitive motions for keying information into computer or providing documentation and notes for recordkeeping. Vocal communication is required for expressing or exchanging information and instructions by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for supervision of participants, report and incident writing and entering computer data and observing general surroundings and activities

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Supervises children and staff in the summer camp program.

EXAMPLES OF EXPECTED DECISION MAKING:

Position is responsible for interpretation and application of department policies and procedures.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Summer Camp Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Parks and Recreation and Chief Human Resources Officer

Revised Date: 2019