



Day Camp Coordinator Job Description

Under the direction of the Recreation Supervisor, the Day Camp Coordinator is responsible for planning, organizing, and supervising the Summer Day Camp program.

Qualifications:

- Experience in a supervisory capacity in the Recreation field or other related field.
- Able to organize and conduct creative and extensive summer playground activities for children between the ages of 2 and 13.
- Able to communicate with staff, participants and parents both verbally and in writing.
- Must have a valid driver's license
- High School Graduate

Duties and Responsibilities

- Overall planning of the summer Day Camp Program and Budget Preparation.
- Organizes, confirms, and conducts all field trips.
- Responsible for practical operation of entire Summer Day Camp Program.
- Hires all counselors and Jr. Counselors. Assists with the hiring of the Assistant Coordinator.
- Keeps staff informed of weekly activities and procedures.
- Prepares all forms necessary to operate the program and distributes to staff. Submits all paperwork and forms to the Recreation Supervisor as requested.
- Keeps written records on all facets of the Day Camp Program and submits them to the Recreation Supervisor.
- Inventories, inspects, and issues all equipment and keeps items in working order.
- Reports all damaged or lost equipment to the Recreation Supervisor.
- Responsible for ordering supplies when necessary.
- Conducts all staff meetings.
- Drive children in Park District vehicle to field trips/pool.
- Keeps Recreation Supervisor informed on all matters related to personnel, programs, and other important matters.
- Maintains good relations with the community and staff.
- Is responsible for motivation of staff.
- Must be able to fairly evaluate staff.
- The Day Camp Coordinator and Assistant Coordinator are responsible for planning and arranging the following:
 - T-shirts
 - Weekly themes
 - Field Trips, permission slips, and transportation
 - Assorted craft supplies
 - Inventory of equipment/supplies
 - Swimming days and permission slips
 - Budget
 - First Aid Kits and Supplies
- Must perform assigned tasks in a safe manor and follow safety policies and procedures.
- Performs other duties as assigned

Psychological Considerations

- Must be a positive role model for the entire camp community.
- Must be able to give directions and see that directions are carried out.
- May feel the stress of being responsible for the quality of the entire day camp program.

Physiological Considerations

- May encounter long periods of sitting, standing, walking, reading, and writing.
- May be exposed to varying degrees of lighting and temperatures in various facilities.

Environmental Considerations

- May be exposed to varying weather conditions.
- May be exposed to bee stings and other insect bites.

Cognitive and Safety Considerations

- Must be organized and able to follow and carry out directions.
- Must show safety awareness and good judgment.
- Must exhibit good problem-solving ability, be flexible, organized, and use good judgment.

Department: Recreation
Reports to: Recreation Supervisor
Pay Grade: Seasonal (30 – 35 hours per week)
Salary: \$15.00 - \$16.00 per hour