Job Description

Job Title:	Day Camp Director	Classification:	Unclassified
Department:	Parks and Recreation	Grade:	620
Status:	Seasonal	FLSA:	Non-Exempt

Primary Purpose

Under general supervision; supervises the day-to-day operations of camp activities. Manages staff and assists with the implementation of a variety of activities to provide quality recreational camp experiences for children.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Supervises recreation staff and program participants/campers in day-to-day activities. Demonstrates and models positive, courteous, and enthusiastic behavior with campers, camp personnel, and parents of current or future campers.
2. Communicates camp information to staff, parents, children, and school personnel on the behalf of the Parks and Recreation Department; promotes program registration.
3. Establishes program goals; develops camp lesson plans to achieve desired camper experiences. Assists in establishing operational procedures to provide a safe summer camp environment.
4. Supervises and evaluates staff to ensure they are prompt, courteous, and well-prepared to deliver an appropriate camp experience.
5. Conducts staff meetings and/or training on a weekly basis.
6. Assists in completing timely and accurate timesheets to ensure camp personnel are compensated in accordance with City policies and procedures.
7. Contributes effectively to the Parks Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.
8. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
9. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.

Other Duties

- Ensures program sites are maintained in an orderly, clean, and sanitary condition at all times.
- Follows and complies with safety policies and procedures set forth in the Summer Camp Training Manual issued by the Joplin Parks and Recreation Department.
- Instructs staff and volunteers on severe weather, crisis management, first-aid safety standards and procedures.
- Leads and participates effectively at weekly team staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.

- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Curriculum development for outdoor activities and initiatives; variety of recreational and athletic activities appropriate for children; games, arts/crafts, nature, books, music, and dance activities; outdoor recreation practices and techniques; Microsoft Office Suite.

Skill in: Coordinating the use of facilities and activities for a large number of participants/campers; planning, directing, and conducting activities to meet the summer camp program's goals; motivating and maintaining effective relationships with personnel; communicating effectively with children, adults, staff, and the general public; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Education, Recreation, or related discipline preferred, but not required. Current students are encouraged to apply.

Experience: Two years of hands-on experience working with children's programs; prior supervisory experience preferred.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. CPR and First Aid certification is preferred, but not required. Must successfully pass in-house training and recertification as provided.

Physical Demands Requirements and Working Conditions

This is primarily a field position as work is generally performed at a recreation site or facility; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Employees often participate by leading, teaching or engaging in the activity with participants or athletes.

Employees work in an environment with moderate noise levels, controlled temperature conditions, and may be exposed to hazardous chemicals and fumes if working in the pool area. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Must be 18 years of age.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	