

Park Ridge Recreation and Park District

2701 Sibley Avenue
Park Ridge, Illinois 60068
847.692.5127

Position: Day Camp Site Director

Job Description: Under the direction of Recreation Supervisor, the Day Camp Site Director is responsible for the daily operations of the day camp programs.

Duties and Responsibilities:

1. To plan and implement camp activities, supervise day-to-day operations, develop weekly lesson plans, and communicate with parents.
2. Supervise and evaluate all staff and volunteers within the program.
3. To administer camp in accordance with the adopted budget, guidelines, policies, and procedures.
4. To maintain current and accurate records relative to all aspects of the camp, including attendance, information sheets, and time sheets.
5. To evaluate camp content and relay any pertinent information to Immediate Supervisor.
6. To establish a positive relationship with Recreation Coordinator, Supervisor, and Counselors regarding curriculum, reports, trips, etc.
7. To uphold the Park District's commitment to safety by participating in safety programs, promptly reporting accidents and hazardous conditions to Supervisor, and complying with the Park District's safety policies as presented in the Part-Time Personnel Policy Manual and the Day Camp Staff Manual.
8. Keep all equipment and supplies in good working condition and keep in a neat and orderly fashion.
9. Serve in a professional and courteous manner with the highest regard to the customer.
10. Maintain positive relations with any related personnel, including District 64 employees, pool staff, maintenance staff, etc.
11. Other duties as assigned by Immediate Supervisor.

Qualifications:

1. College credits in education, recreation, or other related field of study.
2. A sound background and working knowledge of camp activities.
3. Ability to demonstrate leadership, initiative, and creativity in order to establish and direct a comprehensive recreational environment.
4. Ability to maintain self-control and composure when dealing with staff and the public.
5. Ability to motivate and solve problems when relating to staff, campers, and parents.
6. Ability to tactfully discuss campers' behaviors with the campers and parents as needed.
7. Ability to perform first aid. **Must be certified in C.P.R.**