

## **San Juan Island Park and Recreation Job Description**

**Job Title:** Camp Director  
**Reports to:** Recreation Director  
**Prepared Date:** updated 1/12  
**Status:** Full-Time/Seasonal  
**Salary:** \$15-18 /Hour DOE

### **Summary of Position:**

This position is seasonal, requiring up to 125 hours of planning and preparation beginning early spring. Position requires working 40 hours a week beginning June 18 continuing through August 10 while the camp season is in progress and approximately 60 hours after the camp season. The Camp Director is responsible for all aspects of camp, including program development and supervision of staff and campers. This position requires a mature, responsible person who can make sound decisions and problem solve independently.

### **Essential Duties and Responsibilities:**

- Interview, hire, schedule, train, supervise and evaluate staff.
- Creates season themes, program schedule.
- Following established guidelines develops and adheres to an individual budget for each program, event or activity. Maintains records of program participation and program evaluations making recommendations concerning program success, development and expansion to the Director.
- Maintains an inventory of all materials and equipment. Orders new materials and equipment for activities. Receives and processes new materials and equipment, maintains inventory and provides for the responsible use, maintenance and storage of all equipment and materials used in association with activities.
- Update staff manual and information packet for parents.
- Communicate effectively with children, supervisor, parents, school district personnel and community members.
- Coordinate field trips and community based programs.
- Ensure a clean, healthy and safe environment for participants and staff.
- Responsible for proper storage, distribution and documentation of all medications.
- Prepare a weekly snack schedule and procurement of all snack needs.
- Other duties as assigned.

### **Qualifications:**

- To perform this job successfully, the Director must be able and willing to perform each essential duty and responsibility satisfactorily.
- Bachelors Degree in Recreation or Elementary Education, or three years working with children in an educational or recreational setting with leadership responsibilities.
- Experience planning and implementing developmentally appropriate recreation curriculum for children grades K-6.
- Good written and verbal communication skills with staff, parents and children necessary.
- Must have proven leadership skills; Prior supervisory experience preferred.
- First Aid/CPR certification (or ability to obtain same).
- Physically and mentally capable of supervising children and staff for eight hours a day, most of which time is spent outdoors.
- Administrative skills required: planning, communication, decision-making and problem solving.
- Ability to lift 40 pounds.
- Must hold valid Washington State Driver's License and ability to operate 12 passenger van.