

San Juan Island Park & Recreation District
Job Description

Job Title: Camp Director- Camp Eagle Rock
Reports to: Recreation Manager
Prepared Date: February 2024
Status: Full-Time/Seasonal
Salary: \$28.00 - \$30.00 per hour

Summary of Position:

The Camp Director is responsible for all aspects of Camp Eagle Rock, a 7-week Monday-Friday day camp serving 70 campers weekly. This includes program development and supervision of all staff and campers.

The ideal candidate will be a positive, outgoing person who enjoys engaging with and leading children and staff. They should be capable of being physically active and able to engage in sports and activities while being an example for the campers. They should be an energetic, reliable leader, who enjoys children and believes in the principles of summer camp. This position requires a mature, responsible person who can make sound decisions and problem solve independently.

This position is seasonal, requiring in-person or remote part-time hours in spring (April/May/early June) to begin planning and preparation. Full time on-site hours beginning June 17th and continuing through August 16th, Monday-Friday.

Essential Duties and Responsibilities:

- Plan, implement, and oversee quality camp programming for ages 6-11.
- Create weekly themes, program schedule, and theme-based activities.
- Interview, hire, schedule, train, supervise and evaluate staff with support from the Rec Manager.
- Coordinate field trips, presenters, and local programs.
- Ensure a clean, healthy, and safe environment for participants and staff.
- Communicate effectively with children, parents, school district personnel and community members.
- Send weekly emails to parents and caregivers with relevant camp details.
- Update staff manual and information packet for parents.
- Follow established program guidelines and health and safety protocols. Maintain records of program incidents, reports incidents appropriately to parents and recreation manager.
- Maintain inventory and provides for the responsible use, maintenance and storage of all equipment and materials used in association with activities.
- Order new equipment and program supplies as needed within budget guidelines.
- 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.

Preferred Qualifications:

- Must be able and willing to perform each essential duty and responsibility satisfactorily.
- Bachelor's degree in Recreation or Elementary Education preferred, or three years working with children in an educational or recreational setting with leadership responsibilities.
- One year of work experience in a day camp or residential camp setting.

- Experience planning and implementing developmentally appropriate recreation curriculum for children grades K-5.
- Excellent 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 seven hours a day, most of which time is spent outdoors and in a highly stimulating environment
- Administrative skills required: planning, communication, decision-making and problem solving.
- Ability to kneel, bend, squat, and lift up to 40 pounds.
- Must be 21 years or older, hold a valid Driver's License and ability to operate 12 passenger van.
- Must be able to work the full length of the program including training week and cleanup weeks

Please send your resume and completed employment application to Bethany at bethany@islandrec.org. Applications can be found at <http://www.islandrec.org/about-us/employment/>