

San Juan Island Park and Recreation
Job Description

Job Title: Camp Director- Dragonfly Preschool Camp
Reports to: Recreation Manager
Prepared Date: February 2024
Status: Part-Time/Seasonal
Salary: \$25.00/Hour

Summary of Position:

The Camp Director is responsible for all aspects of Dragonfly Preschool camp, including developing theme-based program curriculum, organizing field trips, purchasing supplies, parent communication, and supervision of staff and campers. The ideal candidate will be a positive and outgoing person who enjoys working with young children. This position requires a mature, responsible person who can make sound decisions and problem solve independently while creating a fun and safe environment for preschoolers.

This position is seasonal, requiring up to 30 hours of planning and preparation beginning late May/Early June. Position requires working 25 hours a week for five weeks beginning mid-June through the end of July.

Essential Duties and Responsibilities:

- Organize and lead a variety of small group activities based on established themes. Activities may include: nature exploration, crafts, games, and fieldtrips
- Oversee a camp counselor and evaluate their work.
- 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 as needed within budget guidelines.
- Communicate effectively with children, supervisor, parents, and community members.
- Ensure a clean, healthy and safe environment for participants and staff, based on Island Rec policies and procedures.
- Responsible for proper storage, distribution and documentation of all medications.
- Prepare a weekly snack schedule and procurement of all snack needs.
- Complete assigned operational tasks before and after camp, such as prep and clean up.
- Other duties as assigned.

Preferred Qualifications:

- Must be 21 or older
- Must be able and willing to perform each essential duty and responsibility satisfactorily.
- Educational coursework in Recreation or Early Childhood 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 ages 3-5.
- 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 four 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, lift up to 40 pounds
- Must hold valid Driver's License and ability to operate 12 passenger van.

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/>