



Job Title: Summer Day Camp Manager

Reports to: Recreation Director

SUMMARY:

Under the guidance of the Recreation Director, the summer day camp manager is responsible for managing the other camp staff, overseeing the day to day activities of operation, opening and closing, collecting money at the end of the day from the counselors and bring it to Recreation Director for confirmation before deposit. The camp manager is responsible for ensuring an overall positive experience of all staff, campers, community members, and parents. The manager is responsible for active leadership to ensure the success of the site. Each camp manager has the ultimate responsibility to ensure that each day camp site's vision and goals are met on a daily basis. Additionally, he/she will be asked to help on a regular basis with paperwork, training, promotional activities, parent relations and other events and/or tasks as needed.

RESPONSIBILITIES AND DUTIES:

- Manages, motivates, develops, and supervises camp staff
- Manages all day-to-day activities of camp operations
- Assist with staff scheduling
- Stay in communication with Recreation Director and all camp staff at all times
- Supervise the efforts of all staff to maintain a positive relationship with campers, staff, community members, parents and volunteers
- Supervise all efforts to create and maintain an atmosphere for developing good morale and well-being among the camp staff, community members, campers and parents
- Be responsible for maintaining order at all times directly through your camp staff
- Dress code athleisure wear, no open toe shoes
- Lead by example. Be enthusiastic, energetic and a team player at all times
- Be able to work all weeks and hours as needed (June 12 – Aug 18)
- Follow all camp and pool rules, regulations and policies as stated in the employee policies, City of Williamsport Employee Handbook, be a good ambassador in the community
- Other duties may be assigned as required



QUALIFICATIONS AND REQUIRMENTS:

- A minimum of three years' experience with children, parents, and community members in a Recreation setting
- Required clearances: Pennsylvania State Police Criminal Record Check and Pennsylvania Child Abuse History
- Able to obtain CPR/ First Aid Certification and Blood Bourne Pathogen Training (camp will provide an opportunity for primary or recertification during training week)
- Exhibit characteristics of: enthusiasm, integrity, sense of humor, patience, and self-control
- You must have a valid PA Driver's License, Reliable transportation

WORKING CONDITIONS:

Work is performed in a field environment; may be exposed to individuals who are difficult. The noise level in the work environment is usually moderate to loud. Subject to irregular work schedule including weekdays, weekend and evening.

TO APPLY:

Complete a City of Williamsport Employment Application found at the Recreation Department Office (Second Floor, City Hall). Contact Parks and Recreation (570) 327-7510 with any questions or concerns.

Note: In accordance with the immigration reform act of 1986, employment of person's hired by the city after November 6, 1986 will be contingent upon presentation of acceptable documents verifying identify and authorization of employment in the United States.

RECREATION DEPARTMENT 245 WEST FOURTH STREET WILLIAMSPORT PA 17701

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