



Job Title: Summer Camp Manager

Reports to: Camp Site Lead and Recreation Coordinator

SUMMARY: Under the direction of the Camp Site Lead, the Summer Camp Manager will be responsible for managing a group of children ranging from 6-13 for the City of Williamsport Summer Camp. Counselors and Managers are responsible for the supervision of campers, promoting and actively participating in all camp activities, providing a safe and fun learning environment, and serving as a positive role model for campers. In addition, Camp Managers will assist the Camp Site Lead and Recreation Coordinator with scheduling, supervision of other camp counselors, and daily operation reporting. This will include ensuring all campers are checking in and out properly; ensuring that staff is in ratio for counselors per child; deescalating conflicts between campers, staff, and/or parents; and assigning daily tasks to counselors.

RESPONSIBILITIES AND DUTIES:

- Supervise camp counselor staff and their daily activities.
- Supervise all campers and camp activities.
- Ensure proper check-in and check-out of campers and other reporting duties (i.e., incident reports, behavior reports, etc.).
- Assist in conflict resolution if necessary.
- Maintain proper ratio of counselors per campers.
- Promote and actively participate in all camper activities and projects.
- Ensure all camp rules, regulations and policies are being followed.
- Identify and respond to behavior issues of campers.
- Communicate with parents about their child's experiences and inform them of any concerns.
- Attend in-service staff trainings and meetings.
- Maintain a high standard of health and safety in all activities for campers and staff.
- Set a positive example for campers and others including cleanliness, punctuality, sharing, cleanup, and sportsmanship.
- Other duties may be assigned as required

QUALIFICATIONS AND REQUIREMENTS:

- Applicants must be at least 17 years of age
- Required clearances:

RECREATION DEPARTMENT 100 WEST THIRD STREET WILLIAMSPORT PA 17701

PHONE (570) 447-2307 FAX (570) 326-3467

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- Pennsylvania State Police Criminal Record Check
- Pennsylvania Child Abuse History
- Able to obtain CPR/ First Aid Certification (camp will provide an opportunity for primary or recertification during training week)
- Exhibit characteristics of: adaptability, leadership, responsibility, patience, dependability, integrity, and display a positive attitude every day
- Ability to communicate effectively in both one-on-one and group settings
- Ability to work as a member of a team.
- Must be able to work entire season (June through August)
- You must have reliable transportation to and from work
- Ability to work in a constant state of alertness and safe manner.
- Past experience of working with public and children preferred

PHYSICAL REQUIREMENTS

- Must be able to bend, stoop, squat, kneel; reach above shoulder level and twist body periodically throughout the day.
- Must be able to frequently walk, run, or stand.
- Must possess sight/hearing sense so that the requirements of the position can be fully met.
- Reasonable accommodations may be made to achieve essential functions of the position.

WORKING CONDITIONS:

- Must adhere to the dress code requirements at all times.
- Work is performed in a field environment; may be exposed to adverse environmental conditions, including inclement weather, extreme temperatures, noise, and other conditions while performing the functions of the position.
- Ability to tolerate moderate to loud noise level.
- Ability to work irregular scheduled hours.
- Subject to irregular work schedule.
- Subject to random drug testing.

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ACKNOWLEDGMENT:

I have read this job description (or had it read to me) and received a copy for my records. I fully understand the requirements set forth and agree to abide by them.

Signature: _____ Date: _____

Printed Name: _____