



CITY OF WILLIAMSPORT

RECREATION DEPARTMENT

JOB TITLE: Summer Day Camp Site Lead

REPORTS TO: Recreation Director

SUMMARY:

Under the guidance of the Recreation Director, the summer day camp site lead is responsible for overseeing the day-to-day activities of operation, including: opening and closing, collecting money from camp participants and bringing it to Recreation Director for confirmation before deposit. In addition, this position is responsible for ensuring an overall positive experience of all staff, campers, community members, and parents. The lead is responsible for active leadership to ensure the success of the site. The camp site lead 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 all day-to-day activities of camp operations.
- Actively communicates with the Camp Program Managers, the 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.
- Promote and actively participates in all camp activities and projects.
- Ensure all camp and pool rules, regulations and policies are being followed.
- Communicate with parents about their child's experiences and informs them of any concerns.
- Document and report performance concerns of staff for the Recreation Director.
- Attend in-service staff trainings and meetings.
- Set a positive example for campers and others including cleanliness, punctuality, sharing, cleaning up and sportsmanship.
- Other duties may be assigned as required



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QUALIFICATIONS AND REQUIREMENTS:

- A minimum of three years' experience with children, parents, and community members in a Recreation setting
- Required clearances:
 - Pennsylvania State Police Criminal Record Check
 - Pennsylvania Child Abuse History
- Ability to obtain CPR/ First Aid Certification and Blood Borne Pathogen Training (camp will provide an opportunity for primary or recertification during training week)
- Ability to exhibit characteristics of: enthusiasm, integrity, sense of humor, patience, and self-control.
- Ability to communicate effectively in both one-on-one and group settings.
- Must be able to work entire season (June through August).
- Ability to work in a constant state of alertness and safe manner.
- Past experience of working with public preferred.
- Must have reliable transportation.

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 meet.

WORKING CONDITIONS:

- Must adhere to 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 this position.
- Ability to tolerate moderate to loud noise levels.
- Ability to work irregular scheduled hours.



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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: _____