DAY CAMP DIRECTOR

**(Various locations throughout Jefferson County)**

**APPLICATIONS WILL BE ACCEPTED UNTIL 2/28/18**

**Wage**: **$11.00-$12.00 per hour** (no benefits; 40 hours per week; Monday – Friday; Hours and location vary between 7 a.m. – 6 p.m.)

*Hourly rate will be determined by qualifications and years of experience.*

(Jefferson County Parks & Recreation operates summer camps from mid- June 16 thru August 12th, staff must be able to commit to at least all but 1 week of camp, as well as available to attend mandatory trainings in June if you are applying for this position.)

**CAMP DESCRIPTION:**

This position is geared toward someone wanting to work a full day camp over the summer. Our day camp is developed for children 5-13 years old. This position will plan and implement general day camp activities for up to 50 elementary-aged campers. Supervision is given to an Assistant Director, Counselors, Camp Aides and leaders-in-training as required. Direct supervisor is the department assistant director.

**EXAMPLES OF WORK:**

* Open or close the camp daily (including set-up or clean-up)
* Greet parents and children
* Plan, supervise and lead educational and recreational camp activities, small group activities (12-15 children), large group activities
* Plan, supervise and lead all-camp activities, special events and field trips
* Participate in all activities
* Supervise and evaluate camp staff
* Supervise the safety of campers and perform daily inspections of the camp facilities
* Prepare weekly parent information letter
* Prepare and maintain records and reports
* Purchase camp supplies with county issued credit card
* Perform other related duties as required

**QUALIFICATIONS AND REQUIREMENTS:**

* Must be **21 years of age or older** and a minimum of 6 months (2 summer seasons) experience working with children
* Must have high school degree (or equivalent) and relevant work experience or education
* Strong and effective spoken and written (English) communication skills
* Ability to develop and maintain effective working relationships with co-workers, children and their family members, and the general public
* Physical requirements include the ability to move/travel over camp-related terrain in indoor and outdoor areas
* CPR and First Aid Certified, trainings will be available
* Must be able to lead counselors in daily activities/operations
* Must be dedicated to camp and willing to organize games/daily activities for the campers
* Must be a positive role model for campers and employees
* Must come to work with a positive attitude and on time
* Must be able to communicate with parents, office and counselors
* Must provide a SAFE & FUN environment

**SPECIAL REQUIREMENTS:**

* Current certification in First Aid and CPR
* Ability to provide own transportation to assigned camp and other sessions/meetings as needed
* A pre-employment background investigation
* Preference may be given to candidates that have a degree in a related field
* Preference may be given to candidates that have more than 1 year of experience working with children
* Preference may be given to candidates who are able to interpret via sign language
* Preference may be given to candidates who are able to work the Annual Fireworks event (2018 event is on Saturday, June 30th)

***Applications can be sent/forwarded to:***

Attn: David Kling

Jefferson County Parks & Recreation Commission

235 Sam Michael’s Lane

Shenandoah Junction, WV 25442

OR

Via email: dkling@jcprc.org