



# TOWN OF MONROE

## PARKS & RECREATION DEPARTMENT

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### JOB DESCRIPTION

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**Job Title:**

Summer Fun Days Camp Director

**Reports To:**

Parks & Recreation Director

**Department:**

Parks & Recreation

**Union Affiliation:**

N/A

**FLSA Classification:**

Non Exempt (Seasonal)

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### **DESCRIPTION**

**I. Job Summary**

Develop program and manage Monroe Summer Fun Days Camp for children ranging from pre-school through elementary school.

**II. Essential Duties and Responsibilities**

- Plan and conduct staff orientation.
- Develop and send out weekly newsletter/schedule of events to parents; answer phone and email messages in a timely manner.
- Develop and deploy a weekly group schedule and manage age level group daily within that schedule.
- Manage all sign in/sign out forms for the program.

- Assist and inform parents about matters regarding their child and the program; always maintain positive relationships with parents.
- Track and submit trip receipts, first aid reports, and any other program related materials in a timely fashion.
- Participate in lunch with campers.
- Assist specialists during activity time.
- Participate with campers and other staff in whole group and small group camp activities.
- Abide by all camp rules and codes of conduct.
- Work with other counselors and activity specialists to plan age appropriate activities for non-planned time (games, sports, special events, etc.).
- Conduct all staff meetings and assist in cleanup at end of the day, after lunch, and the last day of camp.
- Ensure that all participants are supervised and safe on field trips.
- Performs other duties as assigned by the Recreation Supervisor.

### III. **Minimum Qualifications**

- A. Education: Bachelor Degree or equivalent in Education or Recreation. Current Red Cross Standard First Aid, CPR certification by start of Camp.
- B. Experience: Minimum 18 years of age, preferably 21 years or older. Two or more year's prior experience working with pre-school through elementary school age children.
- C. Skills and Abilities: Dedication to putting the well being of children first. A good role model of high integrity committed to the Summer Fun Days Program. Ability to work as a team member, be flexible, and learn from feedback. Ability to work the summer camp season with minimal time off.

### IV. **Physical Requirements**

Ability to interact with children during activities including stand, walk, sit, climb or balance, stoop, kneel, crouch, or crawl. May be required occasionally to lift up to 25 pounds.

### V. **Work Environment**

Outdoor summer camp setting including schools, parks and field trips.