

Camp Director / Assistant Camp Coordinators - Hourly

There is hereby established the position of The Assistant Camp Coordinator, which is part-time position responsible to assist with the planning and organization of seasonal day camps. The assistant coordinator will have supervisory responsibilities over the Camp Staff and is elected as responsible for all campers and program participants.

Responsibilities of the Director and Assistant Camp Coordinator, in addition to responsibilities of a Camp Counselor:

- (1) Must demonstrate exceptional management and organizational skills
- (2) Requires the exercise and use of independent judgment not merely of a routine or clerical nature.
- (3) Must represent the Seven Hills Recreation Department by properly handling comments and concerns by parents of program participants.
- (4) Must work in conjunction with the Parma City Schools Staff (Transportation & Administration) in a timely manner for field trips.
- (5) Work with Director and Assistant Director to develop proper emergency plans, sign out policies, schedules for staff, budget, etc...
- (6) Create weekly rosters of participants
- (7) Coordinate and plan field trips for campers
- (8) Invoice parents / turn in financial reports to Assistant Director for camps
- (9) Shop / order supplies for Camp
- (10) Help to plan day to day activities for camp.
- (11) Ensure safety of both camp staff and patrons by correcting hazards and handling problem situations.
- (13) Supervise camp staff
- (14) Answer questions and complaints of members and dealing with housekeeping responsibilities in program area.
- (15) Make sure all safety policies and procedures are followed in regards to signing campers in and out.
- (16) Communicate with Director / Assistant Director to make recommendations for improvements to camp to make it safer and more enjoyable for members and guests.
- (17) Any other duties as assigned by Administrative Staff