



## **Job Description**

**POSITION:** Camp Ya-Gotta-Wanna Director

**TERM:** Seasonal (Summer Part-Time)

### **NATURE OF POSITON:**

The Director works under the direction of the Recreation Director and Volunteer Parent group to develop a summer Recreation program consistent with the needs and interests of the community. This is a management position that requires extensive planning, organization, and decision-making that directly manages a summer. This position requires availability beginning in May for planning. CYGW begins mid-June which will consist of Tuesday, Wednesday and Thursday offering from 12:00pm – 4:30pm. The camp is an 8-week program for ages 3 to 7 years of age.

### **BASIC QUALIFICATIONS – EXPERIENCE AND KNOWLEDGE**

- Knowledge of program planning, leadership, and budgeting
- The ability to communicate effectively orally and in writing
- The ability to plan, organized and implement activities and events for CYGW is required
- Previous experience in a responsible leadership position is highly desirable
- The ability to maintain accurate and detailed records of timesheets, expense reports and camp participation
- First Aid, CPR & AED Certification is required prior to program start date.

### **ESSENTIAL JOB FUNCATIONS AND DUTIES**

- Attends and participates in training of staff
- Develops weekly meetings with Parent Volunteer group, Recreation Director and staff.
- Maintains open communication with parents of participants on a weekly basis and/or as necessary
- Develops effective written program plans, including games, crafts and special events for CYGW
- Assures that equipment and facilities are safely and properly prepared and maintained for use by program participants and staff. Arrange for broken and unsafe equipment and facilities to be repaired.
- Effectively supervise and mentor the staff and volunteers
- Evaluate staff and volunteers and jointly develop improvements plans when necessary
- Maintain accurate and detailed financial records; controls revenues and expenditures; and makes recommendations for future budget appropriations
- Meets with the Recreation Director following the completion of CYGW to discuss expenditures and items needed to be added to future year budget
- Assists with the evaluation of the program and staff
- Prepares written reports on all aspects of CYGW as required
- Provides first aid, CPR and other unexpected medical emergency circumstances as needed