



HAZEL CREST PARK DISTRICT

Summer Camp Coordinator

GENERAL DESCRIPTION

Under the direct supervision of the Assistant Director, Recreation Supervisor or Designee, the Camp Coordinator is responsible for the supervision of school-age children ranging in groups of 4-7, 8-9 and 11-14 ages in a safe outdoor camp environment.

The Camp Coordinator is required to successfully implement and complete all daily activities as scheduled while maintaining a healthy, safe and stimulating environment promoting cognitive, social, emotional and personal growth for camp participants.

QUALIFICATIONS

- Minimum of 20 Years of Age
- Proven work experience showing outstanding attendance records and successful implementation of job responsibilities.
- Solid experience working directly with children and proven ability to ensure child engagement and safety; child development coursework is preferred.
- Professional appearance and communication skills both verbal and written is required.
- Experience preferred in Microsoft Office including Word, Email, Publisher, Simple Office Machines and Internet.
- Reliable transportation to ensure on time arrival for assigned work schedule.
- Knowledge, desire and experience preferred working directly with children (preferably related college coursework as well)
- Enthusiastic self-starter who can successfully implement and maintain the goals of our Summer Camp Program without hands-on supervision and direction.
- CPR/First Aid Certification (Will provide, if not secured.)

DUTIES

- Directly and closely supervise children, ages 4-14, **AT ALL TIMES**
- Implement daily activities scheduled and ensure children remain engaged throughout the hours of the program in an organized and safe manner.
- Required documentation through photos of camp activities each week. Weekly forwarding of photos due by following Monday at noon.
- Establish and maintain excellent communication with co-workers, participants, parents and supervisors.
- Required active engagement with participants in all recreation activities to be implemented; including but not limited to learning activities, sports, games, arts & crafts, cooking, team building skills, sportsmanship and positive character building.
- All other duties as assigned.