



Hyde Park Recreation

Day Camp Director Supervisor: Recreation Director

Qualifications:

- Prior experience in camping, recreation, physical education, teaching or childcare
- College level training is desirable
- Supervisory experience necessary
- Must be in good health and committed to working with children and adults.
- Certification in Standard First Aid and CPR.

Responsibilities:

1. Work with Recreation Director in overall program development during pre-season
2. Interview camp staff pre-season and distribute job descriptions
3. Direct pre-camp orientation and training of camp staff
4. Supervise camp staff on camp site and supervision of timesheets for payroll
5. Carry out daily scheduling and planning with support of program director
6. Responsible for knowing each groups daily activities
7. Responsible for promoting good personal relationships.
8. Ensure that proper supplies and equipment are present to implement a successful program
9. Conduct weekly staff meetings
10. Respond swiftly and quickly to parents concerns
11. Communicate effectively with Recreation Director about camp issues
12. Evaluate staff with written evaluations three times a season
13. Assist in post camp evaluation of program and staff, supply and equipment inventories
14. Ensure all supplies and equipment are boxed and identified and stored in proper locations at end of season
15. Administer first aid and CPR when necessary
16. Ensure health and safety of all campers and staff
17. Conduct oneself in a professional manner at all times as a representative of the Hyde Park Recreation Department

Pay Rate: