

# CHURCHILL COUNTY CLASS SPECIFICATION

## CAMP DIRECTOR

### DEFINITION

Under general direction, performs routine public contact, develops and implements summer day camp program; and performs other work as assigned.

### DISTINGUISHING CHARACTERISTICS

Camp Director is distinguished from the Recreation Leader and Recreation Aide positions in that the incumbent is required to supervise, train and direct the Recreation Leaders and the Recreation Aides in the summer day camp program.

### EXAMPLES OF DUTIES

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties (shown in *italics*) are those which are **least** likely to be essential functions for any single position in this class.

1. Assists in the development of the summer day camp program; creates, develops and implements themes, ideas and programs designed to actively involve children in the summer day camp program.
2. Assists in the selection of staff for the summer day camp program; provides training to staff.
3. Coordinates recreation staff in the development and implementation of summer recreation programs and activities for children.
4. Maintains a variety of records, including registrations, reservations, permission slips, purchasing, accidents, vandalism, etc.
5. Leads recreational activities for children; addresses concerns of parents, children and members of the public; deals effectively with the public on a regular basis.
6. Attends meetings and training sessions as required.

### QUALIFICATIONS FOR EMPLOYMENT

#### Knowledge and Ability

*Knowledge of:* recreation philosophy, planning and administration; knowledge of the equipment, facilities, operations and techniques used in a summer day camp program.

*Skill in:* CPR and First Aid.

*Ability to:* develop, coordinate and direct varied activities involved in a recreation program; establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of paid staff and volunteers.

#### Special Requirements

Shift work, split shifts, rotating work schedule, week days, weekend and overtime work may be required.

#### Experience and Training

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Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Current American Red Cross Community CPR certification. Current American Red Cross First Aid certification. One year experience in supervising and directing summer or recreational camps for youths.

### **Physical Demands**

Frequent swimming, walking, sitting, talking and hearing. Occasional use of hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasional climbing, balancing, stooping, kneeling, crouching and crawling. Occasional lifting and/or moving objects weighing up to 50 pounds.

### **WORKING CONDITIONS**

Work environment includes exposure to outside weather conditions, including high temperatures. Frequent contact with members of the public. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

**FLSA Status:** Non-Exempt

July 2000