

**Job Title: Summer Camp Director**  
**Department: Recreation**  
**Reports to: Recreation Coordinator**  
**Assistant/Recreation Coordinator**  
**FLSA Status: Non-Exempt**  
**Wage: Grade 6 (\$18.80-\$24.51 per hour)**



## **Position Summary**

Under the supervision of the Head Director and the Recreation Coordinator, the Summer Camp Director is responsible for the planning, organization, and daily supervision of a 6-week summer camp program for both Funtastic Kidz and Teen Summer. This position provides leadership to camp staff, ensures a safe and engaging environment for campers, and oversees daily operations to deliver a high-quality recreational experience. The Director serves as the primary point of contact for parents, staff, and administration throughout the camp season.

## **Camp Details**

- **Duration:** 7 weeks (1 week training) **MANDATORY**
- **Schedule:** Monday-Thursday 7am-2pm
- **Age Group:** 5 years- 17 years of age
- **Location:** Marina Park

## **Essential Duties and Responsibilities (Other duties may be assigned)**

**Under the direct supervision of the Head Director and the Recreation Coordinator**

### **Program Planning & Implementation**

- Plans, organizes, and implements daily and weekly camp schedules and activities
- Ensures activities are age-appropriate, inclusive, and engaging
- Coordinates special events, games, crafts, and recreational programming
- Ensures camp operations align with department policies and procedures

### **Staff Supervision & Leadership**

- Supervises camp counselors and support staff
- Assists with staff training, orientation, and ongoing guidance
- Assigns daily duties and ensures adequate staff coverage
- Provides leadership, feedback, and conflict resolution as needed

### **Camper Safety & Behavior Management**

- Ensures the safety and well-being of all campers at all times
- Enforces camp rules, behavior expectations, and safety guidelines
- Handles camper behavior concerns in a positive and professional manner
- Responds appropriately to incidents, injuries, or emergencies and completes required documentation

### **Parent & Public Communication**

- Serves as the primary contact for parents/guardians
- Communicates camp policies, schedules, and expectations clearly
- Addresses parent questions or concerns promptly and professionally

### **Administrative Responsibilities**

- Responsible for daily accurate attendance records and incident reports
- In charge of supply inventory and equipment management
- Works with Recreation staff to support smooth daily operations
- Maintains accurate breakfast and lunch counts
- Submits reports or feedback at the conclusion of the camp season

### **Qualifications**

- Minimum age: 18 years or older
- Previous experience working with children in a camp, recreation, or educational setting
- Prior supervisory or leadership experience preferred
- Strong organizational, communication, and problem-solving skills
- Ability to manage multiple tasks in a fast-paced environment
- CPR/First Aid certification (or ability to obtain prior to start date) BPRD will provide
- Food Handlers Certificate (or ability to obtain prior to start date) BPRD will provide
- Bilingual preferred but not required

### **Physical Requirements**

- Ability to actively participate in all camp activities
- Ability to stand, walk, and move for extended periods
- Ability to lift and carry up to 25 pounds

### **Other Requirements**

- Expected to wear BPRD staff shirt (will be given during the week of training) at all times

- Follows all department dress code requirements. Shorts must be of appropriate length and coverage; excessively short or revealing clothing is not permitted while on duty
- Refrain from personal cell phone use while on duty to ensure proper supervision and engagement with campers. Cell phones may only be used for work-related purposes or emergencies
- Use respectful, age-appropriate language and serves as a positive role model for campers. Foul, profane, or inappropriate language is prohibited during work hours