**Position:** Summer Camp Director
**Supervisor:** Recreation Coordinator
**Status:** Seasonal (May 16, 2025 – August 5, 2025) | Hourly | Non-Exempt
**Work Schedule:** Varied
**FLSA Status:** Non-Exempt
**Wage:** **$17.30 - $21.27**

**Job Summary**

We are seeking enthusiastic, motivated **Summer Camp Directors** to lead our **FUNtastic Kidz and Teen Summer Programs**. This dynamic role involves overseeing daily camp operations, developing engaging recreational activities tailored to different age groups, assigning tasks to Camp Counselors, managing supplies, and submitting weekly reports to the Recreation Coordinator.

Summer Recreation Directors are also responsible for maintaining a safe, inclusive, and enjoyable camp environment. This includes managing emergencies, contacting parents regarding health or behavioral issues, and proactively preventing unsafe situations.

Ideal candidates will have experience working with diverse groups, planning youth programs, and supervising children. While supervisory experience is preferred, it is not required. Strong candidates will be adaptable, quick-thinking, safety-focused, and committed to providing a high-quality camp experience.

**Work Environment**

This position is predominantly outdoors and requires the ability to work in varying weather conditions. Summer Recreation Directors must remain focused and effective despite potential interruptions and distractions. Effective resource and equipment management is critical, along with the ability to supervise and engage youth in a variety of physical and enrichment activities while ensuring a safe program area.

**Minimum Qualifications**

* Must be at least 18 years of age
* Minimum one year of experience in recreational programming
* Demonstrated leadership skills related to youth and teen programs
* Valid driver’s license
* Proficient in spoken and written English appropriate for a public-school setting
* Ability to design and lead developmentally appropriate activities in STEAM, fitness, recreation, and enrichment
* Reliable transportation to and from camp locations
* Physically able to stand, walk, stoop, sit, crouch, bend, talk, and hear frequently
* Capable of engaging in physical activities with campers without restriction
* Able to lift, carry, pull, or move objects weighing 10–20 pounds
* Comfortable working outdoors in all weather conditions

**Education & Experience**

* Supervisory experience preferred but not required
* Experience working directly with children
* Experience organizing large group activities or events
* Familiarity with safety protocols, sanitation standards, and youth development
* Strong recordkeeping and process documentation skills
* Excellent communication and interpersonal skills
* Understanding of developmental needs of school-aged children

**Essential Duties & Responsibilities**

* Present camp information to parents and community members
* Supervise and support Funtastic Kidz Counselors; assign daily responsibilities
* Conduct weekly staff meetings to clarify duties and expectations
* Provide feedback and conduct performance reviews for Funtastic Kidz Counselors
* Modify programming to accommodate campers with special needs
* Promote safe practices and maintain a healthy camp environment
* Serve as a positive role model through conduct, attire, and communication
* Plan and lead small group activities aligned with weekly themes
* Communicate effectively with campers, families, staff, and volunteers
* Monitor group behavior and enforce positive behavior management strategies
* Assess and report on program success, improvements, and concerns to the Recreation Coordinator
* Lead and participate in all camp activities, including field trips and swimming
* Accurately complete administrative tasks (e.g., time cards, incident reports, rosters) in a timely manner
* Maintain cleanliness and order in all program spaces
* Foster age-appropriate, respectful interactions among campers and staff
* Maintain accurate attendance records in coordination with Funtastic Kidz Counselors
* Supervise groups when a Funtastic Kidz Counselor is unavailable
* Report injuries or incidents promptly to the Recreation Coordinator
* Communicate with parents about behavioral or health concerns
* Demonstrate reliability and punctuality by adhering to assigned schedules

**Relationships**

* Foster professional, supportive relationships with Funtastic Kidz Counselors, fellow directors, BPRD administration, and volunteers
* Maintain a positive and professional rapport with campers, parents, and the broader community

**Additional Responsibilities**

* Actively supervise campers during swim time
* Wear designated camp uniform at all times
* Attend and participate in all required staff meetings and trainings
* Comply with all BPRD policies and procedures
* Perform any additional duties as assigned by the Recreation Coordinator