

Job Title: Head Summer Camp Director
Department: Recreation
Reports to: Recreation Coordinator
FLSA Status: Non-Exempt
Wage: Grade 8 (\$21.13–\$23.78 per hour)



Position Summary

Under the general supervision of the Recreation Coordinator, the Head Summer Camp Director is responsible for the overall leadership, administration, and successful operation of the 6-week Summer Camp Program at Marina Park. This position provides direct supervision to all Camp Directors and Summer Camp Counselors (Funtastic Kidz and Teen Summer) and ensures consistent program quality, staff performance, safety compliance, and customer satisfaction.

The Head Director oversees program planning, staff development, risk management, and parent communication while ensuring all camp operations align with district policies and procedures. This role serves as the primary liaison between camp leadership and Recreation Administration.

Camp Details

- **Duration:** 7 weeks (1-week MANDATORY training)
- **Schedule:** Monday–Thursday, 7:00 AM–2:00 PM
- **Age Group:** 5–17 years of age
- **Location:** Marina Park

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

Leadership & Program Oversight

- Provides direct supervision and support to all Summer Camp Directors
- Ensures consistency and quality across both youth and teen camp programs
- Reviews and approves weekly activity schedules and special event planning
- Ensures programming is age-appropriate, inclusive, and aligned with department standards
- Monitors overall camp operations to ensure efficiency and effectiveness

Revised 2/24/2026

Staff Supervision & Development

- Leads and coordinates mandatory pre-season staff training
- Provides ongoing coaching, mentoring, and performance feedback to Directors
- Assists Directors with staff discipline, evaluations, and conflict resolution
- Ensures proper staff-to-camper ratios are maintained at all times
- Addresses escalated staff concerns in a timely and professional manner

Safety, Risk Management & Compliance

- Oversees implementation of safety protocols and emergency procedures
- Ensures incident/accident reports are completed accurately and submitted promptly
- Monitors compliance with district policies, child safety standards, and behavior guidelines
- Serves as lead responder for major incidents or emergencies
- Coordinates with Recreation Administration regarding risk management issues

Parent & Community Relations

- Serves as primary escalation point for parent concerns
- Supports Directors in resolving camper behavior or parent issues
- Communicates program updates, changes, and important information to families
- Promotes a welcoming and professional camp environment

Administrative & Operational Oversight

- Reviews attendance records, incident documentation, and required reports
- Oversees supply budgets, purchasing, and equipment management
- Ensures accurate meal counts and reporting compliance
- Conducts regular site checks to maintain organization and cleanliness
- Submits end-of-season evaluations and recommendations for program improvement

Qualifications

- Minimum age: 18 years or older
- Minimum of 2–3 years' experience working in youth recreation, camp, or educational programming
- Previous supervisory experience required; multi-level supervision preferred
- Strong leadership, organizational, and communication skills
- Ability to manage multiple teams and problem-solve in dynamic environments
- 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

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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
- Ability to respond quickly in emergency situations

Other Requirements

- Must wear BPRD staff shirt (provided during training week) at all times while on duty
- 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
- Refrains from personal cell phone use while on duty except for work-related purposes or emergencies
- Uses respectful, age-appropriate language and serves as a positive role model for campers and staff. Foul, profane, or inappropriate language is prohibited during work hours
- Demonstrates professionalism and leadership consistent with supervisory expectations