



DATE	December 2022
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Seasonal Camp Coordinator
 DEPARTMENT/DIVISION: Parks & Recreation
 REPORTS TO: Recreation Supervisor

SUMMARY: Under the direction of the Recreation Supervisor, the Camp Coordinator is responsible for providing supervision, planning, instruction, and ongoing assistance to program staff, campers, and volunteers during programs. The Camp Coordinator is responsible for implementing daily pre-planned schedule, curriculum, and activities. The coordinator will provide leadership and guidance to Camp Counselors in the daily operations of Camp Wonder including, but not limited to overseeing events, activities, field trips, and aiding campers.

ESSENTIAL JOB FUNCTIONS:

- Administers the daily operations of Camp Wonder in compliance with the Youth Program Standards of Care.
- Administer and communicate all required camp documents, checklists, and reports; enforce all camp and department policies and procedures. To include, but not limited to
 - Camper pick up
 - Behavior protocols
 - Cleanliness and security of campers and facilities
 - Communication with campers, their parents, staff and other patrons
- Implements, monitors, and evaluates campers and staff during daily activities and field trips for Camp Wonder to include pick up and drop off times. Includes activities, games, crafts, etc. for various themed weeks of Camp Wonder with special care to, but not limited to
 - Water activities
 - field trip and daily activity ratios
- Serves as lead to counselors and participants in the absence of the Recreation Supervisor.
- Direct and lead Counselors in daily tasks (set up/take down of equipment, supplies, activities, etc.); oversee participants and implement planned activities.
- Inventory all supplies and equipment and communicate needs to Recreation Supervisor.
- Knowledgeable of staff manual, parent manual, etc. associated with Camp Wonder and/or the City of Carrollton.
- Engage in all required trainings and certifications to comply with Youth Program Standards of Care.
- Provide a fun, caring, and engaging environment for all campers and camp staff.
- Perform other functions as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic PC skills and Microsoft applications.
- Knowledge of basic mathematics.
- Knowledge of basic sports, crafts, activities.
- Knowledge of recreation policies and procedures.
- Skilled in public/employee relations and problem-solving, ability to make sound decisions quickly and efficiently.
- Skilled in operating standard office equipment such as a computer, sound system, etc.
- Ability to enforce camp policies and procedures.
- Ability to communicate effectively both verbally and in writing specifically with camp logistics, rules and policies.
- Ability to comprehend and follow written and verbal instructions.

MINIMUM QUALIFICATIONS:

- CPR Certification, AED Training Certification, and First Aid Certification 3 days prior to first day of camp.
- Must possess a valid Texas Class C Driver's License.

PREFERENCES:

- High School Diploma or G.E.D.
- Bilingual: English/Spanish
- Recreation or summer camp lead experience.

WORKING CONDITIONS:

- Must have the physical ability to lead and participate in camp activities which include, but are not limited to, team building initiatives, crafting, physical games including water activities, and activities.
- Ability to perform a variety of tasks outdoors in varying climates.
- Perform essential program support to camp activities and programs which may include, but not limited to the following activities: semi-reaching to full-reach overhead, crouching, kneeling, twisting of the waist, shoulders, and legs, and lying on stomach and/or back.
- Must have the ability to physically manage and support children when needed for safety in general camp activities (child weighing 50-150 pounds).
- Frequent standing, talking, seeing, hearing, and manual dexterity.
- Frequent lifting and carrying up to 50 pounds.

CONDITIONS OF EMPLOYMENT:

- Must be able to work varied schedules, mornings, days, evenings.
- Must pass a pre-employment drug test.

- Must pass a pre-employment criminal history check.
- Must pass a pre-employment motor vehicle records check.
- Must possess or obtain CPR/FIRST AID card and obtain AED Training three days prior to the first day of camp.