

Job Description For Sports Director

Minimum Qualifications

- Training and experience in athletic activities (must be documented); physical education degree preferred
- Ability to supervise program assistants and make scheduling assignments
- Ability to coordinate multi-faceted athletic program of
- Ability to teach skills, setting up intramural and inter camp teams
- Knowledge and skills in officiating team and individual sports
- Ability to teach these skills to staff and campers of all ages
- Ability to maintain athletic facilities
- Desire and ability to work with children and Adults outdoors and indoors
- Desire and ability to work with children and Adults With special needs outdoors and indoors
- Ability to relate to one's peer group
- Ability to accept guidance and supervision
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control
- Desire to work and live in a camp community 24 hrs. a day during summer camping Season and on other occasions.
- College student or at least 18 years of age

Responsible To

Summer Director / Executive Director

Camp Goals

To Assist in every Day activities and maintain the health and safety standards as mandated by the state and county health departments.

Compliance of the American Camping Association Accreditation Standards.

Compliance of the U.S. Department of Agriculture Food and Consumer Service Standards.

Help groups function cooperatively as a unit

Encourage individuality and creativity in staff and Participants

Encourage respect, sensitivity and understanding for individuals and the natural environment and their differences

General Responsibility

To plan, direct, and supervise camp's Sports programs and sports staff

Specific Responsibilities

- Set up athletic areas during staff training.
- Continued supervision and training of staff through the summer season
- Teach staff their responsibilities in activity during staff training.
- Teach and monitor proper use of equipment.
- Conduct end-of-season inventory, and store equipment for safety.
- Check equipment and make (or file for) repairs.
- Conduct daily check of program area(s) and equipment for safety, cleanliness, and good repair.
- Write and check all lesson plans.
- Keep records on all participants; help them progress from beginner to advanced levels.
- Help plan and coordinate special activities.
- Submit orders for equipment and/or supplies, ensuring timely arrival of materials subject to budget approval.
- Must have a radio at all times

WEEKLY ACTIVITIES:

- Sport's sessions must be planned taking into account the age and interests of the campers.
- Will organize activities such as "Capture The Flag", "Me, Myself, and I", hides, Scavenger Hunt and campfire activities as required.
- Responsible for setting up and running the Kamp Olympics.
- Assist in packing all materials and supplies at end of season.
- Evaluate current season and make suggestions for following season.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required

Essential Functions

Must be able to

Educate Participants

Observe participant's behavior

Get to remote locations on camp property quickly

Identify and respond to hazards

Work with different age and skill levels

Plan and conduct activity.

Assist campers in emergency (fire, evacuation, illness, or injury)

Observe loading and unloading of buses and vans

Possess strength and endurance required to maintain constant supervision of campers.

WORK HOURS: Work week will be from Sunday approximately 12:00 PM until Saturday after the campers depart around 12:00 PM. We will make every effort to give four 30 minute breaks during the day and one night off during the week. Hours to be worked are to be worked out between the executive director, the camp director, and the summer directors.

All staff must be in Governors Hall and ready to work at 12:00 pm. Sunday morning.

ON DUTY: Two members of the leadership team will be on a roster on each night to monitor camp activity once campers have returned to their cabins.

NIGHT OFF: We will attempt to give most staff a night off on a rotating basis. Night off will only begin after dinner has finished. Transportation to Rome just after dinner had finished for drop off. Pickup will be by 12:30 am so staff can make 1:00 am curfew. The purpose for the night is to get away from camp for a short while. It is not a time for hard partying. You should remember you are representing Kamp Kiwanis and your arrival back at camp should not cause a problem. If you are old enough to drink, make sure you are in complete control upon your arrival back at camp.

BUSSING: Two members of the leadership staff will be assigned to supervise the bussing each incoming and outgoing day. These staff will be expected to man the office while the busses are out picking up or dropping off campers. A roster will be made to assign the leadership staff for each incoming and outgoing day.

SUPERVISION OF CAMPERS TAKES PRIORITY OVER BREAKS AND TIME OFF

I have read the above job description and understand my responsibilities.

Print Name

Date

Signature

Date