

Job Description for the Summer Director

Minimum Qualifications

- Ability to supervise staff and campers
- Ability to meet the public
- Ability to plan, originate, organize, and carry out daily and special programs
- Maintain certification in first aid issued by the American Red Cross or a certification determined by the State commissioner of Health to provide an adequate level of first aid training.
- Maintain certification in cardiopulmonary resuscitation (CPR), Not exceeding one year in duration , in CPR for the Professional Rescuer issued by the American Red Cross or a certification determined by the State commissioner of Health to provided an adequate level of CPR training.
 - 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.
- 21 Years of Age or Older

Responsible To

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 all camp programs and staff.

Specific Responsibilities

- The Summer Director must work closely with the other members of the Administrative Team and with the Executive Director to cover all basis of the Kamp operation. The daily hours of the Kamp are from 6:30 am to 1:00 am. They need to submit to the Executive Director each week a schedule of times when each will be on duty. The camp office will not be left unattended from 8:00 am through 1:00 AM, Sunday through Friday and 8am through 4pm on Saturday morning of each week. The personnel that can be used for the staffing of the office are: summer director, infirmary director or assistant, secretary, administrative director, Aquatics director, Activities director, Program Directors, Unit Leaders, or Executive director.
- Must have a radio with them at all times.
- Prepare and conduct pre-camp and in-service staff training.
- Order or supervise the ordering of food, supplies, and equipment, and arrange for proper distribution
- Assign staff activities and other responsibilities.
- Assign staff and campers to cabins or groups.
- Supervise and evaluate, or supervise evaluations of, all operations and program staff.
- Maintain and review records and evaluations of all programs, operations, staff, and facilities.
- Organize trips out of camp for program, supplies, and crisis management.
- Monitor safety and all procedures as they pertain to the complete supervision of all campers and staff.
- Help provide an atmosphere for developing good morale and well-being among the camp family.
- Constant meetings one on one with all staff to make sure the program is progressing well and all campers are making satisfactory progress. He/she must also make sure that problem campers are adjusting.

- Make sure that all written forms are being completed on time and recorded properly.
- Always needs to be aware of all camp activities such as serving meals on time, that each counselor takes their campers to the bath house and allows them to take a shower, wash themselves, and brush their teeth. It is very important that personal hygiene is noticed and cared for by the counselors. If for any reason the counselor sees that a camper does not take care of himself or herself, the counselor must inform one of the directors.
- The Summer Director must check the bath houses to make sure they are kept clean.
- Check in regularly to see that the counselors and specialty counselors are conducting their programs properly.
- Arts and crafts inventory is kept up and that enough inventory is out and ready for each period
- Help is given to the health and infirmary directors on all problems and emergencies
- Help is given to the administrative director with respect to the USDA program

Specific Responsibilities Continued

- Summer directors shall assist Activities Director with supervision, organizing and running the Kamp Olympics and track numbers, assist with keeping totals for the activities for the weekly kamp awards.
- Motivate the staff in doing their jobs well and must strictly enforce all camp rules. Must be a good role model!
- Coordinate all announcements made. If summer director is not in office when an announcement needs to be made he/she needs to contact the office by radio and have the person in the office make the announcement.
- Follow up on all items discussed during the Admin. staff meetings and daily meetings.
- Need to make sure that the Leadership staff have awards ready for Award Night on the last night of camp.
- Needs to assist with running the Saturday and Sunday lunch staff meetings.
- Needs to coordinate the nights off sheet, night watch and hour watch as well as covers when needed.
- Organize the bus trips and work assignments for weekend overnights when Executive Director cannot do so.
- Prepare an evaluation and summary of current season including inventories, staff evaluations, camper reports, and recommendations for the following season.
- Driver's License preferred
- Define and monitor crisis management plan, including emergency procedures.
- 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

Use office equipment: Computer

Use telephone and Radio

Order supplies

Carry and load supplies

Relate to camper needs

Keep neat, orderly and file records

Lift/assist campers or staff

Get to remote locations on camp property quickly

Observe and assess unsanitary or unhealthy conditions of camp

Train staffs; observe camper behavior

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 11:00 AM until Saturday after the

campers depart around 1 PM. We will make every effort to give four 30 minute breaks during the day and one night off during the week

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