Lower Makefield Township Job Description

Job Title: Summer Camp Director

Department: Parks and Recreation

Supervisor: Director of Parks and Recreation

**Position Summary:**

The Summer Camp Director is the leader and administrator for both the Edgewood Site and the Community Center Site, including Camp LMT and Tween Adventures. Primary roles include overseeing camp operations and ensuring Camp Families enjoy the Lower Makefield Township Camp experience. This person will be responsible for assessing and improving the quality of the camp.

**Specific Duties:**

* Acting as a liaison between the camp and parents or guardians, answering questions about camp activities, rules, and schedules.
* Ensure the camp follows all safety regulations regarding equipment, facilities, and activities.
* Work closely with site managers and counselors to ensure they are qualified for their jobs and provide them with guidance as needed.
* Ensuring that all activities are age-appropriate and supervised by trained staff members.
* Developing new programs or improving existing ones based on feedback from participants and staff members.
* Ensure counselors have appropriate supplies for camp and that there is a full schedule for campers.
* Protect all personally identifiable information is safeguarded and secure at the end of the day.
* Ensure that proper reporting and paperwork are completed as needed.
* Act and follow procedures and guidelines in the event of an emergency.
* Keep campers and counselors on task, organized, and supervised.
* Provide education and support to Camp Counselors as needed.
* Maintaining safety standards and enforcing rules to ensure the well-being of campers.
* Monitoring activities always to ensure they are safe and organized.
* Perform various tasks as necessary or assigned.

**Qualifications:**

* Bachelor’s degree, education degree is preferred (special education cert is a plus).
* Experience in an education-related field, lesson planning, programming
* Must possess a valid PA Driver’s License
* Complete background checks (PA and FBI)
* First aid and CPR certified
* Reliable, responsible, and dedicated to the mission of Camp LMT
* Capable of multitasking and prioritizing safety
* Patient and friendly
* Able to lead and work with a team.
* Able to address problems quickly and efficiently.
* Classroom Management or Management experience preferred.

Last reviewed: 12/29/2023