



# BOROUGH OF CONSHOHOCKEN

## Job Description

### Summer Camp Director

#### MAYOR

Yaniv Aronson

#### BOROUGH COUNCIL

Colleen Leonard, President  
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Robert Stokley, Senior Member  
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Stephanie Cecco  
Borough Manager

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**Position:** Summer Camp Director

**Department:** Recreation Services

**Reports to:** Director of Recreation Services

**Supervises:** Employees assigned to the Summer Camp Staff, including head counselors, counselors and counselors in training.

**Hours:** Approximately 500

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**Purpose:** The primary purpose of this position is to plan, coordinate and manage the overall camp program, approve all camp activities and hire camp staff. The Summer Camp Director is responsible for communicating with all parents, guardians, teachers, counselors and other camp staff prior to, during and after summer camp.

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**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Develops, in conjunction with the Director of Recreation Services, camp policies and procedures.
- Establishes an operating budget for the camp and controls expenditures.
- Develops camp packet, calendar and procedures.
- Recruits, trains, supervises and develops camp staff.
- Plans and conducts camp staff training at the beginning of camp and facilitate ongoing meetings and necessary trainings to keep staff informed and certifications current.
- Oversees the daily operation of the summer day camp and manage the overall health, safety, welfare and enjoyment of the campers.
- Manage and supervise camp staff
- Coordinates camp activities and delegates responsibilities to staff.
- Plan and implement weekly trips.
- Monitors camp staff timesheets and completes payroll.
- Performs evaluations of camp staff at the end of summer.
- Determines appropriate action for behavioral issues.
- Responsible for annual camp evaluation.
- Perform other duties as assigned by the Director of Recreation Services.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, education and training required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Knowledge, Skills and Abilities

- a. **Knowledge of:** development needs of youth; behavior management techniques; safety regulations and emergency procedures; effective supervisory and management principles and practices.
- b. **Skill in:** handling sensitive information and maintaining confidentiality; teambuilding; preparing budget analysis, cost projections and cost-benefit analyses; training, evaluating and instructing staff.

- c. **Ability to:** motivate staff; communicate effectively with all levels of camp staff to address the needs of campers; interact with parents whose children have become a behavioral issue;

2. Education and Training Guidelines

- a. **Education and/or Experience:** Must be at least 25 years of age with supervisory experience. College level course work in elementary or secondary education is a plus. Previous experience working in a camp setting or teaching is preferred. Must have current Red Cross or equivalent CPR, AED and First Aid Certification prior to the start of camp (certification training will be provided upon hire, if necessary, for a cost to the employee)

This job description does not list all duties of the job. The Director of Recreation Services may ask employee to perform other job related duties provided those duties are not illegal or injurious to the employee's health. Employee will be evaluated in part based upon performance of the tasks listed in the job description.

This is an FLSA non-exempt position. The position is a temporary, seasonal, at-will position; the person hired for this position is hired for no specific term and the Borough reserves the right to terminate the relationship at any time. Nothing in this job description should be construed as a contract or guarantee of continued employment and the Borough reserves the right to change benefits or bypass discipline policies if the situation warrants.

I, \_\_\_\_\_, have read and understand all of the duties and requirements specified in this job description and agree to abide by all rules and regulations while in the employment of the Borough of Conshohocken.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_