



East Pennsboro Township 2017 SEASONAL JOB VACANCY NOTICE

Job Title: Summer Day Camp Coordinator

Department: Recreation

Reports to: Recreation Director

Shifts: M-F 7:30am-3:30pm

M-F 9:00am-5:00pm

Classification: Full-Time Seasonal

Division: Summer Programs

Duration: April 1st 2017 – Camp End Date

Hourly Wage: Commensurate with Experience

The primary responsibilities of the Summer Day Camp Coordinator are to supervise, oversee and aid in the planning, organizing, and coordination of a community summer day camp program for youth ages 5-12, including direct supervision of day camp associates, day camp site, and all planned day camp activities. This summer day camp program is based at Adams Ricci Park and Acri Meadow Park in East Pennsboro Township.

Essential Duties and Responsibilities:

- Manages and supervises assigned operations to achieve goals within available resources (i.e. weekly staff meetings); aids in planning and organizing workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and suggests changes to the Recreation Director as needed.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations.
- Plans and coordinates day camp field trips from start to finish, including talks with destination owners, payments, and transportation to and from.
- Communicates plans and day camp policies and procedures to staff, the general public and other outside groups and organizations.
- Prepares work schedules, and expedites workflow; assists in determining work procedures, studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Resolves minor grievances; all other grievances shall be referred to the Recreation Director. Performs or assists subordinates in performing duties; adjusts errors and complaints.
- Coordinates Day Camp staff in the development and implementation of a comprehensive community summer day camp program.
- Advises and approves for publication a monthly schedule and field trips of activities for day camp program and other miscellaneous correspondence submitted by Day Camp Associates such as posters, flyers, information letters to parents and/or guardians of children and other related communications regarding the day camp program.
- Coordinates, schedules and maintains related records and statistics for programs and personnel for the Day Camp Staff. Prepares attendance, accident and other routine reports.
- Coordinates the registration of children and the collection of applicable fees. Ensures that the legal parent or guardian of each child registered for the summer day camp program has signed the appropriate release of liability/hold harmless agreement.
- Ensures that the enforcement of park rules, regulations and general safety guidelines developed by the Township are enforced accurately and consistently. Ensures that all safety hazards are reported and relayed to the Recreation Director in an expedient manner
- Ensures that all Summer Day Camp Associates act as positive role models at all times.

Required skills and Qualifications:

- 5+ Years of working with children in a professional setting
- Knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community playground program
- Ability to develop, coordinate, and direct varied activities involved in a comprehensive community playground program



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- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public
- Ability to communicate effectively orally and in writing
- Ability to plan and supervise the work of paid staff and volunteers
- Ability to complete the Department of Human Services required screenings for individuals working with children in summer programs: Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Record Check, and Federal Bureau of Investigation Criminal Background Check. (Must be completed and passed by all candidates offered employment prior to first day on the job with kids. No Exceptions!)
- Must possess valid PA State Drivers License with clean driving record per PennDot DOT regulations
- Ability to complete the American Red Cross Community First Aid and Safety certification and become familiar with basic emergency practices and services in the community. (Training provided, if needed.)

Preferred Skills and Qualifications:

- Graduation from a four-year college or university with a degree in recreation or a closely related field preferred or;
- Any equivalent combination of education and experience demonstrating the ability to coordinate and manage a community playground program.
- Mandated reporter training completed within last three years

Please submit completed applications to:

East Pennsboro Township
Amber Wolfe, Human Resources
awolfe@eastpennsboro.net
98 South Enola Drive
Enola, PA 17025

For a paper application or for assistance filling out an application, please visit the Township Building room 103.