

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Adventure Camp Director

Department: Recreation, Parks, Historic and Cultural Affairs

Pay Range: \$14 - \$15 / Hourly

Job Status: Seasonal (120 days or less); Days, Evenings, and/or Weekends

JOB SUMMARY

This position is responsible for direct supervision, scheduling, and management of camp counselors; creative planning and implementation of daily/weekly activities; assisting and working closely with program supervisor in planning major events and activities and other duties as assigned by program supervisor for campers of middle school age.

ESSENTIAL JOB FUNCTIONS

- Plans and executes daily schedules of camp groups (approximately 40-50 campers) including planning activities, crafts, and in-house field trips.
- Supervises a part-time counselor staff of approximately 15-20 members, including scheduling (both daily and weekly).
- Sets up needed materials, equipment, and other items for programs/activities.
- Follows rules of each venue and ensures that each camper is also following rules and guidelines.
- Communicates with and between supervisors, participants, and parents with regard to campers.
- Must be able to commit to a full day (7-9 hours per day) and a minimum of 5 weeks out of the 8-week summer. Must attend pre-camp meetings.

MINIMUM QUALIFICATIONS

Education and Experience:

Associates Degree or higher in related field and/or at least 2 years of experience in leadership of staff in a summer camp or educational/school environment is required.

Licenses or Certifications:

Driver License preferred

Special Requirements:

Candidates should be in good physical condition as activities with campers are moderately to highly physical. Mandatory orientation is required.

Knowledge, Skills, and Abilities:

Proficient in Word, Excel, and Outlook

Ability to learn City registration software program and camp management software

Show professionalism, energy, responsibility, and dependability

Ability to plan, organize, and oversee all functions of summer camp including pre-planning

Ability to multi-task

Ability to be creative and collaborative and work well as a member of a team and take direction from supervisors.

Able to establish a tone of high energy for camp/campers.

Ability to be creative in regards to researching new games, ideas, activities.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-35 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.