



**Howell Area Parks & Recreation Authority  
Summer Day Camp Director  
Job Description**

Hours: Hours will vary but generally Monday – Friday 9 a.m. – 5 p.m.  
Schedule is based on Summer Camp programming needs.  
Directly responsible to the Director of Sports.

***GENERAL PURPOSE***

Performs routine and complex administrative work in planning, organizing, coordinating and administering a Summer Day Camp program for children ages 5-10.

***SUPERVISION EXERCISED***

Will oversee and supervise the Camp Counselors.

***ESSENTIAL DUTIES AND RESPONSIBILITIES***

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes 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; coordinates department activities with other departments and agencies as needed.

Provides professional advice to supervisors to help improve the operations of Summer Camp.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to

assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; 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.

Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints.

Coordinates use of facilities between Summer Camp and other groups and agencies.

Responds to public inquiries about Summer Camp made by telephone, correspondence, or during public meetings.

Maintains records and statistics for programs and personnel.

Specific Duties will include but are not limited to:

- Total responsibility for Summer Camp and development of new programs related to Summer Camp
- Completion of pre-event and post-event evaluation forms which includes developing a budget
- Submitting and approving payroll for employees
- Reserving building, fields, etc.
- Recruiting volunteers as needed
- Purchasing supplies as needed
- Overseeing campers while in the water
- Advising registration of any changes and cancellations to any programs and furnishing updates promptly

### ***PERIPHERAL DUTIES***

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities  
Serves as a member of various employee committees, as assigned.

### ***DESIRED MINIMUM QUALIFICATIONS***

***Education and Experience:***

(A) Graduation from a four-year college or university with a degree in recreation, education or a closely related field.

(B) One year related experience; or

(C) Any equivalent combination of education and experience.

***Necessary Knowledge, Skills and Abilities:***

(A) Considerable knowledge of summer camp planning and administration;

(B) Ability to develop, coordinate, and direct varied activities involved in a summer camp program; Ability to establish and maintain effective working relationships with employees, supervisors, vendors, contractors, participants, and the general public; Ability to communicate effectively orally and in writing.

***SPECIAL REQUIREMENTS***

Valid state driver's license or ability to obtain one. CPR and First Aid Training.

***TOOLS AND EQUIPMENT USED***

Personal computer, including word processing and publishing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile.

***PHYSICAL DEMANDS***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

The employee will also be required to spend time in the water when Summer Camp visits Thompson Lake.

***WORK ENVIRONMENT***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

### ***SELECTION GUIDELINES***

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.