

Summer Camp Site Director

Location: Dartwood Community Center

Hourly Rate: \$19.00 - \$20.00/hour based on experience

Job Type: Part-Time

Hours: Varies (see duties below)



Must be a Town of Cheektowaga Resident in order to apply

Build your career in our Summer Day Camp program and become a valued member of our team!

What will you be doing?

As a **Camp Director**, you will work side-by-side with teachers and families to provide a safe educational environment away from home for children in our care.

1. Supervision and direction of Counselors and any Volunteers.
2. Assist with the camp registration process April – June.
3. Responsible for overall operation of the program, at the assigned day camp location.
4. Plan and create daily camp activities, groups, and games in a plan book to be reviewed by the Day Camp Director.
5. Opening and closing of the building for the six-week camp session. At the close of camp be sure to leave the building in the condition it was found, all supplies returned to their proper places at Dartwood or packed up & returned to Alexander, and all areas cleaned & sanitized thoroughly.
6. Complete payroll.
7. Completes evaluations and administrative forms.
8. Operates within the given budget.

9. Responsible for seeing that all staff complete proper forms and scheduling staff assignments.
10. Oversees that details of medical, safety, and fire safety plans per the Erie County Health Department are properly implemented in coordination with day Camp Director and Health Director.
11. Serves as a liaison between the maintenance department, to ensure camp facility is properly maintained.
12. Interacts with campers on a regular basis to stay in touch with their daily camp experiences.
13. Constantly monitors performance of staff, to ensure essential and required job duties are performed consistently.
14. Assist the camp director in any other camp operations.
15. Reports and meets with the camp director on a regular basis to go over any camp operations, changes, or concerns.
16. Responsible for summer shopping for Dartwood Camp.
17. Complete any required CPR/First Aid/Lifeguard/WSI courses (unless a counselor is able to fulfill these duties).
18. Responsible for supplies needed for Dartwood Camp.
19. Maintain regular and open communication with Dartwood Day Camp families.
20. Complete weekly memo to be distributed each week to families.

Requirements:

- Prior Camp experience
- High School Diploma or equivalent required
- Associates Degree or equivalent work experience required
- Strong customer service skills
- Ability to multitask and remain organized

If this sounds like a good fit, we want to meet you! Please submit your application and resume today! Our application can be found on tocny.org under the Youth and Recreation department. Click the Y&R Job Application link to apply. Please send all resumes and applications to cheektowagacamps@gmail.com. For further inquiries, please call 716-897-7207 ext 6670.