



**Town of Long Beach, Indiana**  
**POSITION DESCRIPTION**

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**TITLE:** Activity Director Summer Camp

**FLSA CLASSIFICATION:** Non-exempt

**JOB CLASSIFICATION:** Seasonal/Temporary

**REPORTS TO:** Camp and Activity Director

**EFFECTIVE DATE:** January 1, 2021

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**SUMMARY/OBJECTIVE:**

Activity Directors in the Long Beach Summer Camp Program collaborate with the Camp and Activity Director, to plan and manage the annual Long Beach Summer Camp Program activities and daily routines/procedures. Each Activity Director is assigned to a specific program activity such as arts and crafts, sports, games, etc. and oversees their program activity throughout the 7-week camp session.

**ESSENTIAL FUNCTIONS:**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Participate in pre-camp planning meetings once a month (Feb – May)
- Lead camp activity sessions when camp is in session (7 weeks-June July and August)
- Maintain a safe camp environment
- Participate in weekly camp program evaluation meetings when camp is in session.

**SKILLS AND ABILITIES:**

- Small group management
- Collaborative planning skills
- Time management

**SUPERVISORY REPONSIBILITIES:**

There are no employee supervisory responsibilities for this position.  
Activity Directors do observe and monitor small groups of child campers

**EDUCATION, KNOWLEDGE AND EXPERIENCE:**

- High School Diploma/GED
- Experience working with children
- Degree in education or related field preferred

*Individuals with equivalent experience will be considered for employment without the required degree*

**TOOLS AND EQUIPMENT USED:**

- Google Docs and Sheets
- Sports and playground equipment
- Craft supplies and tools
- Camp supplies

**WORK SCHEDULE:**

- 7 Weeks during the summer, Monday-Friday 8:45-11:45 AM
- Weekly Director meetings when camp is in session
- Monthly hour-long Pre-Camp Meetings with the Camp Director starting in February.

**WORK ENVIRONMENT:**

- Outdoor settings
- Indoor settings
- Sun and heat exposure
- Occasionally exposed to wet and/or humid conditions

**PHYSICAL DEMANDS:**

- Listen and Talk
- Walk
- Run
- Bend
- Sit
- Carry/lift
- Use hands and fingers
- Occasionally required to climb or balance; stoop, kneel, crouch, or crawl

*Reasonable accommodations may be made to enable individuals with disabilities to meet the physical demands*

**DISCLAIMER:**

*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 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.*