



Town of Long Beach, Indiana
POSITION DESCRIPTION

TITLE: Summer Camp & Activity Director

FLSA CLASSIFICATION: Non-exempt

JOB CLASSIFICATION: Regular Part-Time

REPORTS TO: Town of Long Beach Park Board

EFFECTIVE DATE: January 1, 2020

SUMMARY/OBJECTIVE:

The Camp & Activity Director plans and manages all phases of the Town's Summer Camp Program. Approximately 110 campers attend each year. Throughout the calendar year, the Camp & Activity Director coordinates other Park Board activities or special events as needed.

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.

- Lead camp staff operations.
- Recruitment and hiring of Camp Activity Directors and Counselors
- Camp planning, implementation, and management
- Conduct hour long weekly meetings and planning sessions with Camp Activity Directors
- Manage staff and camp paperwork and HR documentation.
- Coordinate community activities and advertising for the Park Board
- Budget tracking and management. Attend and manage scheduled events.
- Frequent communication with the Park Board is mandatory.

SKILLS AND ABILITIES:

- Experience working with children
- Small group management
- Collaborative planning skills
- Time management
- Google Docs and Sheets
- Communication Skills
- Marketing
- Event Planning
- Budget Management

SUPERVISORY REPOSIBILITIES

- Summer Camp personnel
5 Activity Directors
10 Camp Counselors
- Temporary employees hired for other Park Board events

EDUCATION, KNOWLEDGE AND EXPERIENCE:

- High School Diploma/GED
- Degree in education or related field or degree in event planning or related field is preferred.

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

TOOLS AND EQUIPMENT USED:

- Computer, calculator, fax machine, printer/scanner/copier, and telephone.
- Sports and playground equipment
- Craft supplies and tools

WORK SCHEDULE:

- 7 Weeks during the summer, Monday-Friday 8:45-11:45 AM and Weekly Activity Director Meetings.
- Monthly hour-long Pre-Camp Meetings starting in February.
- Community event planning throughout the year.

WORK ENVIRONMENT:

Indoor and outdoor activities at Long Beach Community Center and in the community.

PHYSICAL DEMANDS:

- Walk
- Run
- Bend
- Sit
- Carry/lift
- Driving

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.