



Town of Pittsford

"The Sunshine Village"

Municipal Office
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TOWN OF PITTSFORD

JOB TITLE: DAY CAMP DIRECTOR (Seasonal)

EXEMPT (Y/N): No
SHIFT: 40+ hour/week variable
LOCATION: Lothrop School/Pittsford Recreation Area

EMPLOYEE: SALARY LEVEL:
REPORTS TO: Recreation Director
PREPARED BY: Recreation Director DATE: 2/25/05
APPROVED BY: DATE:

SUMMARY:

Coordinates the Pittsford Summer Day Camp

ESSENTIAL DUTIES:

- Direct the Summer Day Camp program
- Maintain and enforce all Day Camp rules and policies and ensure that safety equipment is in good order and readily available
- Pre-planning of lesson and staff schedules and any other pre-season detail needs
- Plan, coordinate, and manage all activities, field trips, special events, etc...
- Designing and implementing effective lessons plans
- Teaches various levels of child development
- Maintain an up-to-date inventory of supplies at beginning and end of season
- Assist Recreation Director in hiring counselors and ordering supplies and equipment
- Actively communicates with parents concerning child's progress and improvement
- Coordinates with the Recreation Director for necessary repairs to facilities
- Administer first aid and respond quickly to all emergency situations
- Be a positive example to all participants and staff
- Carry out additional duties as assigned by the Recreation Director

EDUCATIONAL EXPERIENCE:

High school diploma or general education degree (GED); or one year's related experience and/or training; or equivalent combination of education and experience.

SPECIAL QUALIFICATIONS:

- Certified in infant, child, and adult CPR and standard First Aid
- College student or graduate is preferred, but must have completed the 12th grade and be at least 18 years of age
- Leadership and supervisory skills are a must
- Must work well with children and willing to work cooperatively with others
- Able to recognize, prevent, and correct safety hazards
- General Knowledge of principles and practices of a day camp program as well as rules, regulations, and procedures

PHYSICAL DEMANDS:

While performing the duties of the job, the employee is regularly required to use hands to handle and feel objects and tools; reach with hands and arms, talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision and color vision.

WORK ENVIRONMENT:

While performing the duties of this job, the employee must be willing to work outside weather conditions. The noise level in this work environment is usually moderate.