

## **CAMP DIRECTOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for planning, organizing, and running the assigned day camp program and is responsible for all aspects of health and safety in the camp. The position reports to the Recreation Director or Park Facilities and Program Director.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Recruits and selects camp staff;
2. Organizes and runs training for the camp staff;
3. Motivates and supervises camp staff;
4. Requests and orders supplies;
5. Develops programs and weekly themes.
6. Maintains and files necessary records and paperwork;
7. Performs related duties as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles and practices of leisure recreation needed to plan and implement leisure-time recreation programs;

Knowledge of fundamental recreational techniques and common practices needed to organize and conduct recreational activities;

Knowledge of the fundamentals of recreation activities needed to instruct others in a variety of sports and games;

Ability to work with people of different age groups and backgrounds;

Ability to follow detailed oral and written instructions;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

As provided in §7-2.5 of the New York State Sanitary Code: A Bachelor's degree and at least 24 weeks of previous administrative or supervisory experience in camping or equivalent experience acceptable to the State Commissioner of Health.

### **SPECIAL REQUIREMENTS:**

1. Must be 21 years of age.
2. Background check must meet requirements of §7-2.5(a) of the New York State Sanitary Code.

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