



# CITY OF ROCK HILL

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## Rock Hill Day Camp Director

**Description:** Under the direction of the Parks and Recreation Superintendent, the Camp Director will assist in developing the City of Rock Hill Day Camp program. The Camp Director is responsible for creating and carrying out the camp goals and objectives, supervising counselors, and communicating with parents/guardians.

**Qualifications:** The Camp Director must have interest, enthusiasm, and experience in planning and conducting programs with children. The Camp Director must have supervisory ability and the ability to organize a wide variety of activities. Familiarity with local resources, communication skills, democratic judgment, problem solving, and the ability to articulate sound policies and clear direction are necessary. Minimum age is 18 years old. Previous summer camp experience preferred.

### **Duties and Responsibilities:**

Assist Superintendent with the development of staff hiring and training.

Effectively present goals to staff along with suggestions for implementation.

Assist in planning overall format and structure of camp program.

Formulate the camp rules and articulate them to staff.

Coordinate with Superintendent on training and staff meetings.

Develop communications with parents/guardians of campers.

Be responsible for tracking staff timesheets and turning them into Superintendent.

Lead program activities.

Supervise activities, delegating authority where appropriate.

Supervise and coordinate safety on field trips.

Provide an overall report of the Day Camp program, including evaluations and improvements for the future.

Assist with staff appraisals on regular basis.

Follow all City of Rock Hill policies and procedures.