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| Job title | <i>Park-n-Tots Camp Director</i> |
| Reports to | <i>Whitpain Township Parks and Recreation Director, Assistant Director, and Program Coordinator</i> |

Job purpose

The Park-n-Tots Camp Director assists with the operations and supervision of the Park-n-Tots program. Park-n-Tots is a preschool summer camp for children ages 3-5. This is a six-week program, held weekdays, 9am-12pm and 1pm-4pm. The camp takes place outside at Wentz Run Park. Theme days, games, nature-based learning, and arts and crafts are all components of the program. Due to childcare regulations, the number of campers is limited to six (6) for each session.

Duties and responsibilities

Responsible for the overall management, provision, and supervision of a theme based day camp with six (6) pre-school campers

- Greets parents each morning in a friendly and professional manner
- Checks campers into camp and maintains accurate attendance reports
- Requires parents to sign campers out at the conclusion of each camp day
- Uses registration software to view rosters and send email blasts to parents

Participates, energizes, interacts, and supervises campers in all activities to ensure camper participation, safety, and fun

- Plans theme days and teaches crafts/games to coincide with theme
- Incorporates nature-based education with available resources

Communicates effectively with parents

- Responds professionally to parents and directs questions, concerns, and complaints to program coordinator
- Prepares camp calendar highlighting theme days
- Writes weekly newsletters summarizing week's activities
- Notifies staff and parents of weather-related alerts, including moving to inside location and program cancellations

Supervises one counselor

- Assists with staff evaluations and weekly staff meetings
- Enforces camp rules and policies and leads by example
- Maintains paperwork

Manages supply and snack inventory and works within budget

- Keeps accurate and detailed records and receipts of all petty cash expenditures
- Organizes and conducts inventory of all supplies and snacks
- Submits detailed supply request to program coordinator to order

Performs other duties as deemed appropriate by the Parks & Recreation Director

Qualifications

Required Minimum high school diploma
 Previous experience working with pre-school aged children
 CPR and First Aid Certifications
 Must obtain FBI criminal history, PA state police criminal history, and PA child abuse history clearances

Preferred Previous supervisor experience
 Background in early childhood education or parks and recreation

Working conditions

Camp Director must be available to work during regularly scheduled camp days for the duration of the six-week program, Monday-Friday, 8:45am-4:15pm (with a one-hour break starting at 12pm). Camp is held outside in sometimes hot and humid weather. In addition to the time spent at camp, the director must also be available to attend staff orientation, and work occasional evenings and weekends in order to complete necessary program planning and preparation.

Physical requirements

Must be able to lift 35 pounds, work outside in hot conditions, and stand for an extended period.

Compensation

Starting pay is \$13/hour.

Direct reports

Camp director reports directly to Parks & Recreation program coordinator, assistant director, and director.

Email resume to cfox@whitpaintownship.org