

Town of Buxton

Buxton Recreation Department

Job Description- Summer Camp Coordinator

Nature and Variety of Work:

The person in this position will be responsible for providing a safe and enjoyable experience for both campers and staff. This is a position that requires taking direction from the Recreation Programmer-Childcare Services. Summer Camp Coordinator will need the ability to take charge in any situation and will need to make quick judgement in any moment. A Summer Camp Coordinator is a leader that will help instruct staff members, as well as have a group of campers to lead. They will also help plan and coordinate summer camp activities.

This position is a part time, seasonal position and works Monday-Friday from 7:00am-5:00pm or 35-40 hours per week. Pay range for the Summer Camp Coordinator is \$17.00 to \$18.00 pending on experience level.

Responsibility and Supervisory Relationship:

A Summer Camp Coordinator is directly responsible to the Recreation Programmer-Childcare Services. Summer Camp Coordinator oversees and helps direct Counselors. This position ultimately reports to the Director of Recreation.

Desirable experience and training:

Summer Camp Coordinator should be at least 21 years of age and show examples of significant leadership or youth experience. They should have a thorough understanding of age-appropriate activities and behavior management techniques for children in grades K-8. The ideal candidate should be able to initiate activities and be a self-starter, as well as have effective communication skills, for dealing with children and adults. Summer Camp Coordinator should also possess the following traits: dependable, considerate, flexible, sense of humor, and a great work ethic.

Senior Staff Member Duties:

- Greet parents and campers with a smile every day.
- Be familiar with, and in compliance with, all information in the staff handbook.
- Work alongside other Senior Staff members and the Recreation Programmer-Childcare Services every day.
- Attend all staff meetings and training sessions, as well as complete all assigned online trainings.
- Ensure that all supervision of children is safe and age appropriate.
- Help plan and implement activities.
- Take the lead on any accidents, injuries and incidences and report to the camp director right away.
- Help fill out the appropriate paperwork.

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- Assign counselors tasks and responsibilities.
- Hold counselors accountable to the counselor job description.
- Assist Recreation Programmer-Childcare Service in the staff evaluation process.
- Follow and help lead the Emergency Action Plan.
- Assist in the administering of medication.
- Adhere to duties and responsibilities assigned by the Recreation Programmer-Childcare Services.
- Bring any suspicions of abuse or neglect of a camper to the attention of the Recreation Programmer-Childcare Services.
- Manage Sign In/Sign Out table when assigned.
- Communicate with parents when Recreation Programmer-Childcare Services isn't available.
- Participate in all games and activities when appropriate.
- Be a positive role model for campers AND staff members.
- Any other duties assigned to staff member by Recreation Programmer-Childcare Services or Recreation Director that will better the overall recreation and leisure experience for not only the campers, but the community members of Buxton.