

SUMMER CAMP DIRECTOR

Department: Parks & Recreation

Employee Group: Limited Duration

FTE Status: Full Time

FLSA Status: Non-Ex

Salary Grade:

Date: January 2019

JOB DESCRIPTION:

The City of West Linn, Parks and Recreation Department, is seeking a qualified candidate for seasonal summer Program Director. This position supervises youth summer day camp programs at 3 sites. Currently there are 2 sites of the Fun in the Sun recreational day camp and field trips for 6-12 year olds and 1 site for youth recreation day camp for 4-6 year olds. This position will be responsible for supervising Recreation Attendants and Site Supervisors, providing creative leadership, input for program content, and overall supervision of each program. Workweek will be Monday-Friday, approximately 8:00 a.m. - 4:00 p.m., however, additional weekend and evening duties may be assigned. Must be available from June- August 2018.

EXAMPLES OF DUTIES:

- Supervise staff and youth day camp programs.
- Supervise the organization and scheduling of activities for the populations attending camps and programs. These activities will include games, arts & crafts, sports, nature education, drama activities, and other special activities.
- Screen and Train youth volunteers
- Schedule weekly on-site presenters
- Schedule weekly Off-Site Field Trips and Transportation for Fun in the Sun Camps
- Order supplies as necessary.
- Maintain accurate records and Serve as Timekeeper for Site Supervisors and Recreations Attendants
- Ensure and enforce that the staff as specified, maintains the sites.
- Train and Ensure Site Supervisor, Recreation Attendants and Volunteers are implementing the recreation program as directed by the City of West Linn Parks and Recreation Department.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- **Successful candidate must be over the age of 18, must pass a pre-employment drug screen, and a background check.**
- Ability to supervise 10-15 staff members.
- Ability to organize, direct and coordinate multiple tasks related to several programs at several sites locations.
- Ability to deal with diverse populations.
- Ability to follow oral and written instructions.
- Ability to establish and maintain good working relationship with other employees.
- Ability to understand and implement program policies.
- High school graduate or GED.
- Possession of valid drivers license with a good driving record at the time of hire.

SUPPLEMENTAL INFORMATION:

Experience and Training

- Educational background in recreation, therapeutic recreation, education or related experience.
- Supervisory experience.
- Current certification in First Aid and C.P.R. preferred (free training will be offered)

West Linn provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, West Linn complies with applicable state and local laws governing nondiscrimination in employment in every location in which West Linn has facilities.

Veterans Preference: The City of West Linn provides qualifying veterans and disabled veterans with preference in employment in accordance with state law. Any candidate wishing to have their qualifying veteran's preference applied to the process must submit a qualifying document (DD Form 214 or 215) at the time of application as well as the City's Veteran's Preference Form, providing proof of eligibility that includes discharge status. Disabled veterans must also submit a copy of their Veteran's disability preference letter from the US Department of Veterans Affairs at the time of application, unless the information is included in the DD Form 214 or 215.