

Job Title: Summer Camp Manager  
Department: Parks and Recreation  
Supervisor: Recreation Program Manager

**Position Summary:**

Camp XXXX's Summer Camp Manager is responsible for the day-to-day development, facilitation, and overseeing of day camp. Main roles include organizing daily camp activities and managing summer camp counselors. This person will also be the main point of communication with camp families. A good candidate will also be involved with off-season planning.

**Specific Duties:**

- Provide a main line of communication between camp counselors
- Act as main contact for campers' families
- Supervise the sign in and sign out procedures for campers
- Assist with set up and break down of camp
- Monitor counselors and delegate various tasks and assignments
- Attend weekly offsite trips
- Maintain detailed weekly records and reports
- Charged with main role in creating daily camp games, crafts and activities
- Act and follow procedures and guidelines in the event of an emergency
- Keep campers and counselors on task, organized, and supervised
- Perform various tasks as necessary or assigned

**Qualifications:**

- Must Bachelor's degree and education degree is preferred.
- Experience in an education related field, lesson planning, programming
- Must possess a valid PA Driver's License
- Complete background checks (PA and FBI)
- First aid and CPR certified
- Reliable, responsible, dedicated to the mission of Camp LMT
- Capable of multitasking and prioritizing safety
- Patient and friendly
- Able to lead and work with a team
- Able to address problems quickly and efficiently
- Classroom Management or Management experience preferred

Last reviewed: 10/16/23