

BOROUGH OF LANSDALE JOB DESCRIPTION

TITLE: Day Camp Manager

DEPARTMENT: Parks and Recreation

GENERAL SUMMARY:

The Day Camp Manager is responsible for overseeing camp activities and staff to ensure a positive and enriching experience for campers. This includes planning and implementing age-appropriate programs, ensuring the safety and well-being of both campers and staff, and supervising daily operations. The Camp Manager ensures that the needs and expectations of both campers and parents are met, fostering a supportive, fun, and safe environment throughout the camp experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Program Planning and Implementation

- Plan and oversee camp activities, ensuring they are age-appropriate and contribute to camper development.
- Actively participate in activities to encourage participation and ensure program objectives are met, including a comprehensive and inclusive curriculum
- Monitor the quality and effectiveness of activities and ensure all camp resources are utilized efficiently.

2. Staff Management

- Train and supervise staff to ensure effective program implementation and adherence to policies.
- Coach staff in delivering a high-quality camping experience.
- Ensure staff are prepared for emergency procedures and maintain proper conduct.

3. Safety and Health Management

- Interpret and maintain safety policies, ensuring staff and campers adhere to safety guidelines.
- Ensure camper well-being and handle emergency situations appropriately.
- Conduct safety checks and report all incidents.

4. Communication and Parent Relations

- Build and maintain relationships with staff and parents, ensuring expectations for camp quality are met.
- Provide regular updates and communication to parents about camp activities and camper achievements.
- Distribute newsletters, announcements, and other written communications.

5. General Camp Operations

- Monitor camp equipment and environment for cleanliness and safety.
 - Administer medication as needed and oversee camper sign-in/sign-out procedures.
 - Participate in staff training, meetings, and perform any related duties as required.
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JOB SPECIFICATIONS

- **Education & Experience:**
 - At least 18 years old
 - High school graduate or equivalent **OR** completed a minimum of 2 years of Child Development coursework approved by state licensing requirements.
 - Have 3 years of experience working with children
 - Enthusiasm, patience, and interest in working with children.
 - Commitment to Child Protection, Safety, and Summer Camp Experience
- **Requirements:**
 - Valid PA driver's license and good driving record required.
 - Clearances - Must have or be willing to obtain required background checks including:
 - PA Child Abuse, PA Criminal History, and FBI Fingerprint.
 - CPR & First Aid Certification (employer provided)
 - Mandated Reporter Certification

Knowledge, Skills, & Abilities:

- **Knowledge:**
 - Thorough knowledge of Borough programs, services and operations.
 - Thorough knowledge of department policies and procedures.
 - Thorough knowledge of computer software applications including Microsoft Office (Word, Outlook, Excel), RecDesk, and Adobe.
- **Skills:**
 - Strong verbal and written communication skills to lead team and connect with families
 - Quick thinking and decision-making skills to resolve issues and handle emergencies
 - Flexibility to adapt to changes including weather, daily operations, and staff schedules

- **Abilities and Physical Demands:**

- Provide excellent customer service and communication to campers, parents, and staff, ensuring a positive camp experience.
- Respond tactfully to complaints, concerns, and inquiries, taking appropriate action to resolve situations quickly.
- Manage multiple tasks efficiently, prioritize responsibilities, and adapt to changes in camp schedules or conditions.
- Work effectively both independently and collaboratively as part of a team.
- Demonstrate strong attention to detail, organizational skills, and ability to motivate self and others.
- Ensure camper and counselor safety by being aware of environmental hazards and responding to emergencies as needed.
- Work outdoors in various weather conditions (heat, humidity, rain) while maintaining energy and focus.
- Safely lift and carry up to 30 pounds (camp equipment, supplies) as required for daily operations.
- Maintain a clean, safe, and organized camp environment by checking equipment and facilities regularly.
- Motivate and support staff to ensure high-quality programming and a positive camping experience.

Reports To:

Senior Recreation Specialist and Director of Parks and Recreation