

**Seasonal For-Mar Park Day Camp Director**  
Genesee County Parks and Recreation Commission

**GENERAL STATEMENT OF DUTIES:**

The Day Camp Director is responsible for planning, coordinating, and overseeing the overall camp program and implements all daily camp activities as approved by the Chief Park Naturalist. The Camp Director is responsible for communicating with parents/guardians, and other camp staff during and after camp hours of operation. The Camp Director is responsible for the care, safety, protection, and oversight of the camp environment, staff, and participants. The planning, preparation, and organization of daily activities and site set-up/clean-up as well as all administrative duties of camp, is a requirement of the Camp Director. Oversees the camp counselor(s) and junior counselor(s). Reports to Chief Park Naturalist.

**STATEMENT OF TASKS:**

- Ensures compliance of camp policies, rules, guidelines, as well as general practices and procedures enforced by Genesee County Parks and Recreation.
  
- Oversees the development of the program and plans, and implements all camp activities, including weekly trips and special activities and/or assignments.
  
- Controls camp expenditures under an operating budget established by the Parks and Recreation Commission.
  
- Organizes and coordinates the camp staff weekly schedules (days off, hours worked, etc.).
  
- Administers and/or schedules trainings, as well as regular group meetings, with day camp staff.
  
- Produces forms, letters, and pertinent documents needed for the implementation of the camp.
  
- Monitors and ensures appropriate participant behavior and adherence to camp rules and regulations.
  
- Assesses the overall program to see if there are any changes that need to be made for optimal function. Makes recommendations to the Chief Park Naturalist when necessary.
  
- Distribute medication to participant, complete medication log accordingly and take care of all injuries.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

**KNOWLEDGE SKILLS AND ABILITIES:**

- Knowledge of outdoor and environmental education programs.
  
- Knowledge of the outdoors and natural sciences.
  
- Ability to speak in front of groups.

- Ability to understand and carry out oral and written directions.
- Ability to prepare necessary reports and records.
- Ability to maintain good interpersonal relationships and communicate effectively with the public as well as Park staff.
- Ability to utilize Outlook, Access, Excel, and Publisher on Windows-based computer.
- Ability to work independently, collaboratively and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

#### MINIMUM QUALIFICATIONS:

- Minimum 21 years of age.
- Have a minimum of 8 weeks of cumulative full-time experience working with a population similar to that which the camp serves.
- Have a minimum of 4 weeks of full-time administrative experience in an organized camp or similar program.

#### SPECIAL REQUIREMENTS:

- Must be willing to work outdoors in a variety of weather conditions.
- Obtain CPR, AED, and First Aid Training prior to start of Day Camp.