

Village of Godfrey Parks and Recreation Summer Day Camp Director

Applications must be submitted with a cover letter and resume to be considered complete.

PURPOSE: The **Camp Director** is a seasonal position responsible for planning curriculum, developing, and coordinating all aspects of the Summer Day Camp. The Camp Director is also responsible for maintaining a safe environment for camp personnel (staff and campers), managing and supervising camp staff, and ensuring the safety of all campers and staff members.

SCHEDULE:

Camp Dates: Monday - Friday, June 1 - July 17, 2020 - 9 am - 5 pm (schedule may vary)

Training Dates: May 27 and May 28, 2020 (schedule may vary)

Planning Dates: TBD

Open House: May 30, 2020

KEY RESPONSIBILITIES:

- Ability to plan curriculum for the camp's daily on-site activities, including games, crafts, and snacks
- Responsible for assigning and supervising all Counselors and Counselors in Training (C.I.T)
- Ability to communicate effectively with staff, parents, and participants
- Responsible for escorting campers on all field trips and ensuring risk and safety management is maintained
- Must have the knowledge, understand, and enforce all rules and regulations of the Godfrey Parks and Recreation Department and the Village of Godfrey. Including any Summer Camp rules, policies, or guidelines

REPORTS TO: Recreation Supervisor and Director of Parks and Recreation

QUALIFICATIONS:

- Must be at least 21 years of age
- Must have experience teaching or working with children
- Must have a flexible schedule
- Must pass a background check

PHYSICAL REQUIREMENTS:

Must have the ability to lift and carry thirty (30) pounds, the ability to push or pull up to fifty (50) pounds, and the ability to bend, squat, kneel, reach from floor level to six (6) feet in height, hold and grip objects.

SALARY RANGE: \$12.00 per hour

DEADLINE FOR APPLICATIONS: Friday, May 1, 2020, at 2:00 pm.

*Please note interviews may start before the deadline.

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Applications are also available at Godfrey Village Hall in the Parks and Recreation Department or on www.godfreyil.org.

THE Village of Godfrey IL IS AN EQUAL OPPORTUNITY EMPLOYER