



### **ADVENTURE DAY CAMP DIRECTOR (SEASONAL)**

Upper Merion Township, located in King of Prussia, PA, is looking for an energetic **ADVENTURE DAY CAMP DIRECTOR**. The **ADVENTURE DAY CAMP DIRECTOR** is responsible for the successful execution of Adventure Day Camp. It is a critical requirement of this position that the incumbent displays excellent leadership, interpersonal and organizational skills and is flexible and adept at communicating effectively with camp staff, campers, and administrative staff. The **ADVENTURE DAY CAMP DIRECTOR** will be expected to develop methods and routines for completing all assigned tasks.

The duties of the **ADVENTURE DAY CAMP DIRECTOR** include, but are not limited to:

- Ensures that staff creates, maintains, and monitors age-appropriate and safe activities, games and crafts.
- When necessary, teaches and leads various recreational activities.
- Works in a cooperative, team-oriented atmosphere.
- Plans staff meetings and trainings at camp.
- Supervises all camp staff, including assistant directors and counselors.
- Supervises the use and maintenance of camp supplies.
- Oversees proper engagement, motivation, and interaction of assistant directors and camp counselors with campers.
- Oversees assistant directors' supervision and safety of campers.
- Coordinates and maintains daily front desk coverage during scheduled times.
- Ensures proper staff coverage based on camper enrollment.
- Monitors documentation and communication of camper behavior and injuries to parents/guardians.
- Coordinates daily schedules with assistant directors and assigns staff for offsite trips.
- Orders all camp supplies and materials within the assigned parks and rec budget.
- Engages in parent relations.
- Engages in a positive work relationship with supervisors, fellow assistant directors, and camp counselors.
- Maintains a safe, healthy, and clean working environment.
- Upholds and enforces camp policies and procedures established by the Upper Merion Parks and Recreation Department.
- Provides excellent customer service to staff, campers and parents.
- Fills-in for camp programs and activities as needed.
- Completes and submits the end-of-camp inventory and report to the Recreation Superintendent.
- Performs other duties as assigned.

#### **Position Requirements:**

- Completed college
- At least 1-3 years of camp leadership experience
- Staff supervision experience preferred
- Available to work Monday-Friday for the duration of camp, during the hours of 7:45 AM – 6:00 PM
- Available to attend all pre-camp and post-camp training sessions
- Access to reliable transportation
- CPR/First Aid certification or ability to obtain certification before the start of camp
- PA Mandated Reporter certification.
- Has current; PA Child Abuse, PA Criminal, and FBI clearances or ability to obtain clearances.
- Completion of pre-employment drug test screening
- Possesses a valid driver's license

#### **How to Apply:**

- For immediate consideration, applicants should complete an employment application by visiting <http://www.umtownship.org/wp-content/uploads/2021/12/Application-UMT-Employment-DH-Update.pdf> and submit the **completed job application, cover letter and resume** via email to: [hr@umtownship.org](mailto:hr@umtownship.org)

**Applications will be accepted until April 19, 2024.**

**Equal Opportunity Employer**