

**Position Description**  
**Danville Park and Recreation**  
**Camp Director**

**JOB SUMMARY**

Directs and organizes the operation of the Danville Summer Park Program. Instructs counselors to orchestrate activities designed to promote social, physical, and intellectual growth in accordance with Danville Park and Recreation's mission.

**RELATIONSHIPS**

***Reports to:*** Recreation & Fitness Manager

***Supervises:*** Camp Counselors

***Works with:*** Parks and Recreation staff, and the general public

**MAJOR AREAS OF ACCOUNTABILITY/RESPONSIBILITY**

- Make sure all the days programs are laid out for counselors
- Communicate with staff at all times
- Provide a safe, healthful and enjoyable environment
- Supervise and maintain an adequate view of participants
- **NEVER leave the children unattended — NO EXCEPTIONS.**
- Know, enforce and adhere to the safety regulations and rules; maintain order at all times; be strict, but courteous
- Always be in proper uniform while on duty
- Know the emergency procedures; be prepared to give first-aid to injured persons
- Be familiar with the location of all emergency equipment and first-aid supplies and know how to use them without further endangering the injured person
- Accurately complete an accident form when necessary
- Inspect and report any broken equipment
- Attend in-service training meetings or practices and special meetings at the request of the Recreation & Fitness Manager.
- Assist in cleaning as required
- Supervise camp counselors during “check in” and “check out” each day
- Perform other duties as assigned

## **PHYSICAL AND ENVIRONMENTAL CONDITIONS**

**Required Physical Activities:** Swimming, walking, balancing, climbing, standing, stooping, lifting, pulling, pushing, reaching, talking, feeling, hearing, grasping.

**Physical Characteristics of Work:** Work involves sitting approximately 10% of the time, standing and/or walking approximately 90% of the time. Requires the exertion of up to 25 pounds routinely, exertion of up to 50 pounds occasionally, and exertion of more than 50 pounds infrequently to lift or otherwise move people or objects.

**Vision Requirements:** The minimum standard for use with those whose work deals largely the ability to complete written reports, read directions and scan area for hazardous situations.

**Environmental Conditions:** Work is performed in a typical in an outside environment. The worker may be exposed to temperatures in excess of 100 degrees for more than one hour. May be subject to stressful situations if a life-threatening incident occurs.

## **QUALIFICATIONS**

- Must be at least 16 years of age
- Current certification in CPR and First Aid
- Previous experience working with children
- Have a desire to help the public, good verbal communication skills and somewhat of an outgoing personality
- Be friendly, mature, trustworthy, dependable and responsible
- Be in good physical condition
- Having a willingness and desire to work in a courteous and pleasant manner with persons of all ages; ability to deal effectively with co-workers and the general public