

Summer Recreation Program Director

Borough of Hummelstown

CLASSIFICATION: Seasonal

REPORTS TO: Borough Manager

DATE: February 2024

GENERAL SUMMARY: This is a seasonal, supervisory position responsible for managing the daily operation of the Borough's Summer Recreation Program.

ESSENTIAL FUNCTIONS:

1. Designs, plans, and organizes the annual summer camp program curriculum including daily activities and field trips.
2. Manages the daily operation of the camp.
3. Develops lesson plans and procedures for camp operations.
4. Develops training materials for camp counselors.
5. Trains, motivates, and evaluates camp personnel, provides, or coordinates staff training.
6. Ensures a safe daily operation and positive and caring environment for campers and counselors.
7. Serves as the point of contact for parents/guardians and the Lower Dauphin School District/Nye Elementary School.
8. Oversees weekly staffing schedule.
9. Assist in hiring camp counselors and volunteers.
10. Participates in the development and administration of the camp budget.
11. Develops onboarding and training program for camp counselors.
12. Oversees supplies and materials for camp activities.
13. Prepares and oversees communications with parents/guardians, including maintaining the summer camp Facebook site.
14. Arranges field trips/ site visits and oversees all correspondence and commitments.
15. Participates in the development and implementation of policies and procedures.
16. Performs all other duties as assigned.

QUALIFICATIONS:

1. Five (5) years' experience working with children in recreation environment or educational setting.
2. One (1) year experience in a leadership role.
3. Bachelor's Degree in education or Parks and Recreation from an accredited college or university.
4. Any combination of education and experience which provide the required knowledge and ability to perform the essential functions of this position.
5. Valid CPR, First Aid and AED certifications.
6. Valid FBI, Child Abuse (Act 151), State Police clearances (Act 34) and background check.

KNOWLEDGE/ABILITIES:

1. Principles and practices of childhood education and recreation activities
2. Ability to coach/train camp counselors
3. Ability to perform daily summer camp tasks
4. Ability to handle emergency situations
5. Excellent communications skills
6. Ability to provide excellent parent relations services
7. Ability to ensure safe work environment.
8. Ability to resolve conflicts
9. Knowledge of activity-related safety regulations, as well as health and sanitation requirements

This Job Description is designed to accurately reflect job duties. However, it may not be all inclusive and other job-related duties may be required. Reasonable accommodations will be made as required by local, state, or federal laws that do not cause an undue hardship.