



JOB ANNOUNCEMENT

SUMMER DAY CAMP COORDINATOR (Seasonal / Part-Time)

DEPARTMENT:	Parks and Recreation	POSTING DATE:	February 7, 2012
JOB CODE:	0001-315 (B)	HOURLY RATE:	\$12.00
WORK STATUS:	Seasonal / Part-Time available by May 14, 2012	APPLY BY:	Open Until Filled

**APPLY IN PERSON AT:
CITY OF GAINESVILLE
CIVIC CENTER
830 GREEN STREET, GAINESVILLE 30501**

For additional information about this position or the application process, call 770-531-2680.

GENERAL FUNCTION:

Under the direction of the Recreation Program Coordinator, the Day Camps Coordinator is responsible for the management and supervision of Discovery Camp. Coordinator will be responsible for monitoring camps daily activities and assisting Camp Counselors as needed. Coordinator shall possess skills in leadership and group activities, teaching methods, recreational activities, camp crafts and athletics. Coordinator will be responsible for dealing with facility issues, supply requests, serious discipline problems, parental contact, and Counselor/Camp Coordinator issues.

QUALIFICATIONS:

Preferred teacher, para-professional, recreation major, or early childhood major. Requires at least two years experience or background in adolescence, early childhood, or physical education training or programming. Must possess the ability to plan, originate, organize, and carry out daily and special programs. Must be at least 20 years of age. **MUST** possess the following: Current CPR and First Aid certifications; Valid and appropriate state driver's license; Good Motor Vehicle Driving Record; Negative drug screen; no criminal background.

KNOW HOW:

Knowledge of the policies and procedures as well as the activities planned is a necessity.

Coordinator will represent the Agency by maintaining a positive relationship with the participants, their families, and the surrounding community. Must have the ability to relate to children and adults from all socio-economic segments of the community.

Coordinator must be able to lead the day camp activity program if the Program Coordinator is not present. This person must have experience with counselor and camper supervision, coordinating activities, and first aid as related to a day camp setting.

The Coordinator must possess proper character during the camp program in order to ensure respect from the campers, parents, and counselors. There will be no place in the program for questionable actions such as profane and vulgar language, yelling, physical abuse, or a pessimistic attitude toward the campers and counselors. Conversely, must maintain a proper professional relationship with campers, parents, and all staff and refuse to fraternize. Must project a neat personal appearance at all times.

PRINCIPLE RESPONSIBILITIES:

Campers:

- Communicate with parents / families any problems or concerns about their camper.
- Be the primary administrator for all first aid needs if present and following up with parents.
- Be the primary disciplinarian for serious behavior issues and appropriate consequences and following up with parents.
- Provide newsletters to Camp Counselors to distribute to campers, agendas, reminders, etc.
- Distribute and maintain inventory of camp t-shirts.
- Complete all reports: attendance, check in, check out, director's report, first aid report, write-ups of campers/counselors

Activities:

- Handle any meal requests or needs.
- During field trips, the Coordinator will NOT have a group assigned to them. Instead, they will remain in a central location that is easily accessible to all groups and will handle all emergencies, accidents, and behavior problems that arise on the trip.
- Check with each Camp Counselor during activity rotations to make sure activities are going as planned by the Camp Coordinator and that campers are engaged by their counselor.
- Be a presence daily to ensure staff is engaged with campers during activity times.
- Assume the Camp Coordinators' responsibilities, when he or she is not present.

Staff:

- Provide personal guidance to campers and staff by example, leadership, and compassion.
- Help provide an atmosphere for developing good morale and well-being among the camp family.
- Establish effective and supportive relationships with other staff. Encourage and provide feedback to them regarding performance which should be continuously evaluated. Develop, support and discipline staff appropriately.
- Serve as a programming resource for all staff, helping them to secure supplies and information necessary for the successful implementation of their programs.
- Handle all staff issues: time sheets; weekly schedules; leave requests; sick leave; reprimands; etc...
- Assist with staff interviews and selection when necessary.
- Organize counselors to ready campers when leaving or returning from off site trips.
- Assist the Recreation Program Coordinator with conducting portions of the staff orientations.
- Keep the Camp Counselors informed of any changes in the schedule, policies and procedures, and activities.
- Keep the staff informed of any changes in the schedule, policies and procedures, and activities.
- Conduct staff meetings to prepare for the next week.
- Evaluate the staff twice (mid-summer and end of summer) with the assistance of the Recreation Program Coordinator.
- Oversee specific duties and responsibilities during the day (assigning age groups, pool duties, and field trip duties, etc.).
- Be alert to the health and safety needs of all campers and staff.

Facility:

- Be at the camp site on time and prepared.
- Report any potential dangers to the RPC such as facilities issues, equipment, and activities.
- Be on site where majority of campers are present during camp hours.
- Opening or closing the facilities. This will depend on the work schedule.
- Prepare a daily safety checklist of the facilities.
- Report any facilities problems to the school principal/staff and Recreation Program Coordinator.

PRINCIPLE RESPONSIBILITIES: (Continued)

Administrative:

- Supervise staff and campers at all times while at camp site, field trips, and pool site.
- Oversee the development of programs and activities for the campers by the Camp Counselors.
- Communicate consistently with supervisor any concerns, problems, as well as, any feedback.
- Keep the Recreation Program Coordinator informed of any problems that may occur with participants and the staff. This will include accidents, discipline problems, staff problems, etc.
- Set an enthusiastic tone for the counselors and campers. Lead by example.
- Maintain the policies and procedures set by the Gainesville Parks and Recreation Agency (completing all proper forms and reports) and the City of Gainesville.
- Attend all staff orientations, training sessions, and staff meetings that are scheduled.
- Ensure that all staff cleans up all areas used daily.
- Ensure that counselors stay with assigned group at all times. This includes lunch, rest period, and off site activities.
- Ensure all counselors participate in group activities.
- Ensure staff supervises campers before and after camp hours.
- Complete and return the Weekly Reports Notebook.
- Maintain a Master Form Notebook with blank copies of all necessary reports, time sheets, etc... for all staff.
- Follow through with the planned activities and themes of the program as designed by the Recreation Program Coordinator.
- Be certain that staff performs scheduled duties that are assigned.
- Ensure camp records are properly maintained.
- Respond to phone messages or other inquiries in a timely fashion.
- Assist with the ordering of supplies and equipment for the camp programs, and arrange for proper distribution.
- Supervise opening and closing day procedures for staff and campers.
- Supervise routines, schedules, and procedures for camp operation.
- Prepare and evaluation and summary of current season including inventories, staff evaluations, camper reports, and recommendations for the following season.
- Supervise end of season clean up and inventories.
- Monitor crisis management plan, including emergency procedures.
- Monitor safety and all procedures as they pertain to the complete supervision of all campers and staff.
- Understand that flexibility is a key to any successful camp program and acknowledge that additional responsibilities may become necessary during the summer.

These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

❖ THIS IS A PART TIME POSITION AND NOT ELIGIBLE FOR BENEFITS ❖

Due to Georgia State Law, all applications are subject to public disclosure.

Only candidates to be interviewed will be contacted.

As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.



The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.