TITLE: Summer Camp Location Leader

DEPARTMENT: Parks & Recreation

SALARY: $15-20, DOE

GENERAL SUMMARY: Susquehanna Township is looking for an enthusiastic and accountable staff member that has experience in childcare. Our mission wouldn’t be complete without staff that are involved and excited about what they are doing each day. Applicants should be patient, fun-loving, and positive role models, and mentors to our kids. Staff members get to know children's individual interests and make sure they apply these into our program.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Oversee day-to-day operations of the summer camp, ensuring a safe and positive environment for campers and staff.
2. Conduct regular check-ins and provide guidance to ensure staff performance meets expectations.
3. Foster a collaborative and supportive team atmosphere.
4. Address and resolve any safety concerns promptly.
5. Facilitate a variety of engaging activities and programs for campers. Monitor camper participation and satisfaction, adjusting as needed.
6. Maintain open communication with parents, campers, and staff. Provide regular updates and information about camp activities and special events.
7. Address and resolve concerns or inquiries in a timely manner.
8. Manage inventory and ensure all necessary supplies are stocked.
9. Oversee the set-up and breakdown of camp facilities.

**JOB SPECIFICATIONS:**

Education/Employment: Any combination of education and experience which indicates possession of the skills, knowledge, and abilities listed below.

* High school diploma or GED required.
* 3-5 years of experience working with children.
* Previous experience managing staff of 4-10 employees.
* CPR/AED/First Aid Certification required.
* FBI, Pennsylvania Child Abuse, and Pennsylvania State Police clearances.

Skills & Abilities:

* Excellent customer service skills, friendly, outgoing, and positive attitude.
* Ability to build positive relationships with community members.
* Ability to lead, plan, organize, and implement program activities.
* Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision.
* Strong organizational and communication skills.
* Ability to carry out written and oral instructions.
* Ability to recognize unsafe conditions and take appropriate precautions.
* Ability to adhere to safety standards and recognize safety warnings and hazards.
* Ability to maintain a professional appearance.
* Ability to demonstrate honesty and convey integrity to maintain public trust.
* Ability to demonstrate physical fitness, including frequent standing, walking, bending, squatting, reaching, pushing, pulling, and repetitive movements.
* Ability to frequently lift light (1-14 lbs.) and occasionally moderate (15-50 lbs.) weights.

Working conditions: Indoors and outdoors in various temperatures and weather conditions.

DISCLAIMER:

Susquehanna Township is an EOE. The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: Parks & Recreation Program Coordinator

FLSA STATUS: Seasonal, Part-time

DATE: March 2024