

# Camp Director

## Responsibilities

- Responsible for planning, implementing, and leading all daily camp activities with assistance from counselors
- Be a leadership presence for staff and campers
- Supervise, direct, and organize camp counselors (and junior counselors when applicable)
- File all reports and paperwork with Camp Coordinator and/or Recreation Supervisor at the end of each day
- Assist with discipline problems during the camp day and contact Camp Coordinator if a situation requires
- Promote high staff and camper morale
- Develop and maintain positive relationships with staff, parents, and campers
- Participate in written evaluations of his/her work at the end of the camp season with the Camp Coordinator and/or Recreation Supervisor
- Participate in written evaluations of Head Counselors, Counselors, and Junior Counselors (when applicable) at the end of the camp season with the Camp Coordinator and/or Recreation Supervisor
- Review the camp rules with campers and help to enforce these rules consistently throughout the summer
- Promote and support positive and meaningful interactions between campers

## Qualifications

- At least 21 years of age
- Have a minimum of 2 years working with the Winfield Park District Summer Camp program
- Have a minimum of 2 years experience working with children
- A knowledge of age characteristics and appropriate activities for children ages 3-13
- Demonstrate appropriate leadership capabilities and the ability to make good judgements in a variety of situations
- Ability to supervise other adults and guide their work
- "B" class license
- First & CPR Certification, ability to swim, and ability to actively participate in camper activities
- Exceptional organizational skills
- Carry and answer camp cell phone M-F during camp season