

CAERNARVON TOWNSHIP
BERKS COUNTY, PENNSYLVANIA
Parks and Recreation Department
P. O. Box 294
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Morgantown, PA 19543

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SUMMER CAMP PROGRAM

JOB DESCRIPTION: SUMMER CAMP DIRECTOR

The Caernarvon Township Parks and Recreation Committee is interviewing Camp Director candidates for the Summer Camp Program (a half-day, eight week Day Camp for children ages 5 through 12).

The Director will assist with the planning, organization and implementation of camp activities. They will supervise, monitor and participate in all activities including field trips, arts and crafts, sports and games. While doing so, the Director is expected to serve as an appropriate role model for the children in his/her care.

LOCATION:

Office: 3226 Main Street **Park Location:** Friendship Park
Corner of North & Chestnut Streets

DESIRED QUALIFICATIONS:

- Desire and ability to work with children outdoors.
- Ability to relate to one's peer group.
- Ability to accept supervision and guidance.
- Ability to assist in teaching activities.
- Good character, integrity and adaptability.
- Enthusiasm, sense of humor, patience and self-control.
- CPR/First Aid Certification (provided during Counselor Training).
- College student or at least 18 years of age preferred.
- At least two years of study at a college in the field of recreation, elementary education, physical fitness, art, music, drama or related field preferred.

RESPONSIBLE TO:

- Parks and Recreation Committee

MAIN RESPONSIBILITIES:

- Plan and lead daily activities for the participants (ages 5-13) enrolled in the program.
- Complete and turn in weekly reports and activity plans for assigned program site including, but not limited to weekly log sheets, discipline reports, accident reports and supply requests.
- Supervise day-to-day operation of assigned site.
- Supervise all aspects of the campers' day.
- Provide direction and assignments to Camp Counselors at assigned site.
- Serve as main staff contact for parents at assigned site.
- Organize weekly staff meetings.
- Other duties may be assigned as required.

WORK HOURS:

- Monday through Friday, 9:00 AM to 1:00 PM
- Start and end time will be extended for set-up and clean-up on a rotating schedule.
- Applicants must be available to attend pre-camp Counselor Training sessions and work the full eight week camp session.
- If a vacation is planned during one of the eight weeks, notice must be given at time of interview.

Camp Counselor applications are available at the Caernarvon Township Municipal Office.

Please note that all applicants must consent to a Pennsylvania criminal background check.