

DAY CAMP DIRECTOR – JOB DESCRIPTION

The Day Camp Directors (DCD) is responsible for developing, facilitating, and overseeing Camp Tekoa's Elementary Day Camp and Special Needs Day Camp programs including the supervision, guidance, and direction of rotating day camp staff. The Day Camp Director reports to the Director and Assistant Director.

Responsibilities

1. Attend trainings and weekly staff meetings.
2. Serve on the Summer Planning Team (SPT)
3. Develop and direct programs for Tekoa's Elementary Day Camp and Special Needs Day Camp.
4. Supervise daily check-in and check-out of all Day Campers.
5. Supervise and direct all staff and volunteers assigned to work with the Day Camp program to lead group activities and other DC staff duties.
6. Track and assign DC staff to weekly roles and co-buddy assignments.
7. Coordinate and facilitate Sunday night DC staff meeting.
8. Manage budget, maintain and stock all DC program equipment.
9. Administrative duties.
10. Assist with Sunday resident camp check-in.
11. Maintain weekly DC camp records.
12. Staff, camper and parent relations.
13. Practice and enforce all camp safety regulations and emergency procedures.
14. Abide by all camp policies and covenant agreement.
15. Responsible for health and well-being of self and campers.
16. Perform all other duties and roles assigned by the Director or Assistant Director.

Specific Duties

1. Attend trainings and weekly staff meetings.
 - DCDs must attend the two week senior staff training.
 - It takes multiple staff and resources to train the seasonal summer staff. The DCD is one of those resources. The DCDs are to work in conjunction with the Director, Assistant Director to effectively guide Tekoa's Senior Staff training.
 - Staff meetings take place every Saturday, as soon as campers depart, and on Sunday at 1:25 pm, before campers check-in. The DCDs must be present and on time.
 - The DCDs are required to attend all in-service trainings that pertain to the DCD summer role.
2. Serve on Summer Planning Team (SPT)
 - Join in weekly planning meetings and give feedback into staff roles and camp needs
3. Develop and direct programs for Tekoa's Elementary Day Camp and Special Needs Day Camp.
 - The DCDs are in charge of all staff and programs related to Elementary Day Camp and Special Needs Day camp.
 - The DCDs create the weekly DC schedule, coordinate special programs, and develop program ideas.
 - Day Camp schedules must be turned-in to the PAs on Tuesday prior to each week, so that the Logistics Coordinator can pre-schedule staff, and activity locations.
 - Coordinate the flow of DC family groups from one activity to another.
 - Coordinate changes in the schedules as they occur during the week.
 - Prepare and coordinate alternate activities in the event of inclement weather or scheduling overlap, including rainy day locations.
 - Communicate with all leadership staff of schedule or logistical changes throughout the week. This includes PAs, program director, kitchen manager, waterfront director, a-team leader, A&C director, store manager, etc....
 - Coordinate and facilitate all "large group" activities for Day Campers. "Large group" activities include, hay rides, some A&C, talent show, swim time, etc...
4. Supervise daily check-in and check-out of all Day Campers (Elementary Day, Adventure Day, and Special Needs Day Campers).
 - DC check-in and check-out should be tidy and clean.

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- The DCDs primary role is to communicate with parents. Field their questions and inform them of how their child is doing. Utilize the DC FGLs to assist with this.
5. Supervise and direct all staff and volunteers assigned to work with the Day Camp program to lead group activities and other DC staff duties.
 - The DCD is to observe all DC staff and volunteers by monitoring their leadership, communication and service, providing feedback that allows them to improve in these areas.
 - Assist the Director and Assistant Director in mentoring the staff.
 - Make yourself available for staff feedback and concerns.
 - Lead by example.
 6. Track and assign DC staff to weekly roles and co-buddy assignments.
 - Consult with the Administrative Assistant prior to each week of camp, to identify camper special needs and requests.
 - Track and assign weekly staff roles and co-buddies based on staff age, previous assignments, ability, and staff evaluations. Consult with .
 7. Coordinate and facilitate Sunday night DC staff meeting.
 - Prepare all forms and paperwork needed for the DC staff meeting prior to the start of the meeting.
 - Provide an orientation for all DC staff, to prepare them for working with the DC program.
 - Provide DC staff copies of weekly schedules, camper lists, and health forms.
 - Utilize this time to allow the DC staff to prepare programs for the week.
 8. Manage budget, maintain and stock all DC program equipment.
 - Consult with the Assistant Director or Maintenance Director of any equipment orders, needs, or repairs.
 - Maintain an inventory list, as to know what needs to be ordered throughout the summer.
 - Maintain and clean the program equipment spaces including the Laurel Lodge and Laurel Back Porch.
 9. Administrative duties.
 - Direct all cleaning duties assigned to DC staff. Cleaning responsibilities include Laurel Lodge, kitchen, main room and back porch, and outdoor program spaces used (DC slip n' slide, etc...) between 5:00 pm and 5:30 pm. Every evening (after 9:30 pm) empty trash cans, collect lost & found, sweep, and arrange rocking chairs in the pavilion and DH porch.
 - Saturday morning DC staff clean-up includes: deep cleaning and disinfecting all DC program areas in Laurel Lodge, kitchen, main room and back porch.
 10. Assist with Sunday resident camp check-in.
 - The DCDs are to assist the Administrative Assistant, Director, and Assistant Director with camper check-in responsibilities.
 11. Maintain weekly DC camp records.
 - The DCDs are to file all master scheduling sheets, camper assignments, staff assignment sheets, special needs forms.
 12. Staff, camper and parent relations.
 - Assist camper parents/guardians with the early check-out process. Remember to return store money, group photo, and medication.
 - Assist FGLs with homesick campers.
 - Assist the Director and Assistant Director with communicating to parents of homesick, sick, or injured campers.
 - Inform parents (weekly parent letter) of the activities and programs their children will be participating in throughout the week at camp.
 13. Practice and enforce all camp safety regulations and emergency procedures.
 - Maintain group/staff control at specialized group activities so that other support staff can focus on safety.
 - Refer to staff manual to be sure all safety regulations and emergency procedures are being followed.
 14. Abide by all camp policies and covenant agreement.
 - Camp policies are sent out prior to staff training and discussed in detail during staff training. All staff and volunteers are to abide by these policies.
 - The covenant agreement is a signed agreement stating your willingness to adhere to Camp Tekoa's policies.
 15. Responsible for health and well-being of self and campers.

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- The DCDs are responsible for meeting their own personal health and hygiene needs, including, taking prescribed medications. The DCDs are also responsible for communicating with the Director or Assistant Director when they need breaks.
 - Help escort campers to the nurse to treat injuries/illnesses outside of your level of care or training.
16. Perform all other duties and roles assigned by the Director or Assistant Director.
- Because this role is an Administrative role, things come up. Be flexible!