

Radnor Township Parks & Recreation Department

Radnor Day Camp / Assistant Director

Radnor Day Camp Mission Statement

It is the mission of the staff of Radnor Day Camp to operate in a highly regarded and reputable manner by providing a safe, exciting, and fun environment for all campers that supports their social, emotional, and physical development.

Assistant Camp Director – Radnor Day Camp

Responsibilities of the Assistant Camp Director include, but are not limited to, supporting the Camp Director in the planning, programming, and overall administration of Radnor Day Camp as it fits within the Parks & Recreation Department's objectives. The Assistant Camp Director is also accountable for the management of the Radnor Day Camp field trips as they fit with the overall structure at camp and will assist the Camp Director in the management, supervision, and evaluation of camp staff members – Activity/Specialty Directors, Specialty Coordinators, Special Need Support Staff, Leader IIs, Leader Is, Lifeguards and any interns or volunteers as applicable.

The Assistant Camp Director will report directly to the Camp Director on all related duties and assignments. The Assistant Camp Director's performance will be monitored and evaluated for the duration of their employment by the Camp Director along with the Parks & Recreation Director and Program Supervisor.

Duties Include:

- Effective leadership and enforcement in relating all Radnor Day Camp policies and procedures, including those related to safety, accountability, logistics, health, and daily operations as they impact camp staff, campers, and families.
- Coordinating and taking part in pre-camp planning of activities and curriculum development, daily structure, formation of camper groups, supplies and equipment needs assessments, and overall organization.
- Coordinating, administering, and leading Radnor Day Camp field trips and related activities for staff and campers including the development of clear itineraries, safety procedures, and accountability measures.
- Planning and implementing various camp games and activities in collaboration with the Camp Director, Specialty Coordinators, Leader IIs and Leader Is as they fit within the weekly themes and objective of camp.
- Overseeing staff daily attendance and communications, as directed by the Camp Director.
- Assisting with the supervising, developing, assigning, training, and evaluating all areas of staff in order to achieve camp objectives consistent with the policies and procedures of Radnor Day Camp in cooperation with the Camp Director, Parks & Recreation Director, and Program Supervisor.
- Communicating effectively and professionally with staff, campers and their families, and all related camp personnel with regard to all areas of camp operations.
- Reporting to and communicating important information in an expeditious manner, such as staff, camper, and camp family matters (for example, disciplinary or medical in nature), and those related to the camp facilities and operations.
- Preparing all incident reports in a timely manner in cooperation with incident witnesses and incident affiliates, for respective supervisors for completion of incident reports – as directed by the Camp Director.
- Providing camp content, promotions, and conducting community outreach as assigned.
- Attending and/or conducting required staff meetings.
- Fulfill camp-wide positions as needed at camp.
- All other duties as assigned.

Qualifications:

- Extensive knowledge of the theories of elementary and/or early childhood education. Knowledge of the theories and philosophies of recreation and the ability to interpret and relate them to others.
- Completion of a minimum of 4 years in a field of study related to elementary and/or early childhood education.
- Ability to formulate and administer an effective recreation program to meet the needs of related participants.
- Excellent interpersonal and written communication skills with the ability to interact effectively and responsibly with participants, parents, staff and supervisors.

Employment Parameters:

- Assistant Camp Director is required to work the duration of Radnor Day Camp with no exceptions unless permission is granted prior to the first day of camp. Only under particular circumstances (i.e., emergency, ill health) will the Assistant Camp Director be granted a leave of absence.
- Assistant Camp Director is required to work in various climate conditions when necessary -- high heat, high humidity, and rain.
- Assistant Camp Director's respective duties and responsibilities may require prolonged standing, walking, bending over, running, kneeling, and/or lifting children, supplies, and/or equipment.
- Assistant Camp Director is required to perform any and all activities associated with the Radnor Day Camp program.

Conditions of Employment/not limited to the following:

- Radnor Township Employment Application including voluntary disclosure statement.
- Current Resume with Cover Letter of Interest
- Compliance with Pennsylvania Child Protective Services Laws (CPSL) - this Law requires all employees who are responsible for the welfare of a child or having direct contact with children provide clearances for the following every 60 months (5 years):
 - PA Criminal Record Check, PA Child Abuse Clearance, & FBI Fingerprinting Report
- Mandatory, annual background clearance administered through the Township.
- Mandatory Drug Testing
- A check of the National Sex Offender Public Website
- Two reference checks and verification of work history
- In-person interview by Township Staff including the Township Manager (For all New Hires)
- In-person Interview for returning candidates of new positions or candidates taking on additional responsibilities
- Mandatory Training Sessions for all Staff Members
- Current CPR, AED, & First Aid certification (All Staff)
- Mandatory Completed Paperwork