

Radnor Township Parks & Recreation Department **Radnor Day Camp Staff / Camp Chameleon**

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.

Camp Chameleon

Responsibilities of the Camp Chameleon include, but are not limited to the responsibility, safety, and supervision of their assigned group of campers (and all campers) with regard to their daily assignment. The Camp Chameleon should always be prepared to lead games and activities that are inclusive and enriching for their camp group – specific camp periods are dedicated to Leader-Led Activities for which the Camp Chameleon must be prepared. The Camp Chameleon is responsible for filling in for an open position at the camp where assigned for the day by the Director of Camp, including being “on-call” for trips and excursions, serving as a Leader I, Leader II, Special Needs Support Staff, along with all other duties as assigned. The Camp Chameleon is supervised by the Director and Assistant Director of the camp, and by the Radnor Township Recreation Department Staff. The Camp Chameleon’s performance will be monitored and evaluated for the duration of their employment.

Other 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.
- Active participation in daily activities and special events with their campers at all times, including swimming, lunchtime, arrival, dismissal, etc.
- Disseminates information throughout camp in an efficient manner
- Assisting in the promotion and development of recreational activities and services for the entire program.
- Aids in the preparation of plans for the program as requested by the Director of the camp.
- Handling daily camper and staff development to ensure safety, leadership, communication, and accountability.
- Preparing daily camper attendance and special dismissal instructions and communicating information with staff to ensure smooth flow of dismissal needs.
- Effective enforcement and relating of all Radnor Day Camp policies and procedures.
- Adhering to all Radnor Day Camp personnel guidelines as outlined in the Camp Staff Handbook.
- Leading and serving as a positive role model for other staff members and campers at all times.
- Reporting to and communicating important program information, concerns for campers, disciplinary or medical and respective matters in an expeditious manner to their Supervisor.
- Attending all required staff meetings.
- Depending on the Chameleon’s interest and availability, they may serve as bus monitors during the daily transportation to and from camp. The Camp Chameleon will be expected to arrive at one of the designated bus stops (3 available options, Clem Macrone Park, Warren Filipone Park, or Radwyn Apartments) and will board the bus in the morning with campers to supervise campers on their way to and from camp.
- Fulfill camp-wide positions as needed at camp.
- All other duties as assigned.

Qualifications:

- Knowledge of the theories and philosophies of recreation and the ability to interpret and relate them to participants.
- Excellent interpersonal and written communication skills with the ability to interact effectively and responsibly with participants, parents, staff and supervisors.
- First Aid/CPR/AED Certified.
- Employee must be at least 16 years of age.

Employment Parameters:

- The Camp Chameleon is required to work the duration of the camp with no exceptions unless permission is granted prior to the first day of camp.
- The Camp Chameleon is required to work in various climate conditions (summer conditions) when necessary -- high heat, high humidity, and rain.
- The Camp Chameleon respective duties and responsibilities may require prolonged standing, walking, bending over, running, kneeling, and/or lifting children, supplies, and/or equipment.
- The Camp Chameleon is required to perform any and all activities associated with the 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