

Radnor Township Parks & Recreation Department

Radnor Day Camp / 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.

Camp Director – Radnor Day Camp

Responsibilities of the Camp Director include, but are not limited to, the planning, programming, and overall administration of Radnor Day Camp as it fits within the Parks & Recreation Department's objectives. The Camp Director is also accountable for the management, supervision and evaluation of all camp staff members including but not limited to the Assistant/Specialty Coordinators, Special Need Support Staff, Leader IIs, Leader Is, Lifeguards, and any interns or volunteers as applicable.

The Camp Director will report directly to the Parks & Recreation Director and Program Supervisor. The Camp Director's performance will be monitored and evaluated for the duration of their employment by 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.
- Planning and implementing weekly themes, group challenges, team building exercises, all-camp events, and various camp activities as they fit within the Radnor Day Camp schedule.
- 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 along with post-camp evaluation and closing.
- Delegating additional camp duties and roles to Assistant Director, Specialty Coordinators, and other staff as needed including historian and public relations (photographer, social media, camp presentations, etc.), daily logistics and safety oversight, daily communication protocols, and others as needed.
- Addressing emergency and crisis management situations, discipline and camper management, and diagnosing issues related to all areas of camp operations.
- Supporting and assisting all staff members in the areas of decision-making and problem solving.
- Maintaining a positive and open team atmosphere at camp that contributes to overall success.
- Reporting to and communicating important information in an expeditious manner, such as staff, camper, and camp family matters, 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.
- Communicating effectively and professionally with staff, campers and their families, and all related camp personnel with regard to all areas of camp operations.
- 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 Parks & Recreation Director and Program Supervisor.
- Overseeing staff daily attendance and communications.
- Ensuring the camp sites are kept clean, organized, and in good condition for the duration of the summer and communicating any cleanliness or facility related issues in a timely manner.
- 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:

- 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 Camp Director be granted a leave of absence.
- Camp Director is required to work in various climate conditions when necessary -- high heat, high humidity, and rain.
- Camp Director's respective duties and responsibilities may require prolonged standing, walking, bending over, running, kneeling, and/or lifting children, supplies, and/or equipment.
- 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