

Radnor Township Parks & Recreation Department

Radnor Day Camp / Leader I

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 Leader I

Responsibilities of the Leader I include, but are not limited to the responsibility, safety, and direct supervision of their assigned group of campers. Leader Is should always be prepared to lead games and activities that are inclusive and enriching for their camp group – specific camp periods are dedicated as Leader-Led Activities for which Leader Is must be prepared. The Leader Is is responsible for planning, coordinating, and implementing games and activities for their assigned group of campers. The Leader I must be prepared to lead approximately 4 to 5 games and/or activities each week. Additionally, Leader Is may be called upon to accept Leader II responsibilities in the event that their Leader II is absent and should be prepared to do so while at camp. The Leader I is supervised by the Leader II, by the Assistant Director and Director of camp, and by the Radnor Township Recreation Department Staff. The Leader I's performance is 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..
- Creative development and promotion of recreational games and activities for the entire camp group in which they is responsible.
- Leading and assisting the Leader II with the overall daily planning and structure for the camp group.
- Identifying and managing camper concerns, medical or behavioral, and logging these matters appropriately in log books.
- 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 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.
- Attending all required staff meetings.
- Depending on the Leader I's interest and availability, some Leader Is may serve as bus monitors during the daily transportation to and from camp. The Leader I 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.

Employment Parameters:

- The Leader I 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 Leader I be granted a leave of absence.
- The Leader I is required to work in various climate conditions (summer conditions) when necessary -- high heat, high humidity, and rain.
- The Leader I's respective duties and responsibilities may require prolonged standing, walking, bending over, running, kneeling, and/or lifting children, supplies, and/or equipment.
- The Leader I 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.
- Work Permit (ages 17 and under)
- 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