

Radnor Township Parks & Recreation Department **Radnor Day Camp Staff / Leadership in Training Coordinator**

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.

Leadership In Training Coordinator

Responsibilities of the Leadership in Training (LIT) Coordinator include, but are not limited to, the planning and implementation, programming, and overall administration of LIT program for campers entering grades 7 through 9. The LIT Coordinator is responsible for the safety and supervision of their assigned group of campers (and all children) with regard to their daily assignment. The LIT program is designed to teach campers leadership skills including positive and effective communication, leading and serving as a positive role model for other campers, leading daily activities, and mentoring groups of other campers within Radnor Day Camp. The Leadership in Training Coordinator is supervised by the Director and Assistant Director of the camp, and by the Radnor Township Recreation Department Staff. The Leadership in Training Coordinator's performance will be monitored and evaluated for the duration of their employment.

Other duties include:

- Planning and implementing the LIT program including program set up, communicating requested materials, enforcing LIT standards, and instructing leadership sessions.
- Teaching LIT campers the basic understanding for summer camp operations and the leadership skills necessary to lead other campers, in order to prepare LIT campers to interact with and assist in the supervision of younger campers.
- Assisting in the development and implementation of recreational activities and services for the entire Radnor Day Camp program.
- Providing opportunities for the LIT campers to learn and experience the following: working as a team to supervise younger campers; plan activities; solve difficult situations through conflict management; practice and implement effective and positive communication; decision making; group management skills; leading and serving as a positive role model; any other necessary skills to overall benefit their development inside and outside of the camp setting.
- Leading the LIT campers to setting short-term and long-term personal goals to monitor their progress during the six weeks of camp.
- Meeting regularly with LIT campers for interactive, educational sessions to discuss their development and monitor their progress towards their personal goals.
- Preparing the LIT campers to assist and shadow Camp Leader Is and Leader IIs and communicating with Camp Leaders regarding the expectations for the LIT campers while shadowing.
- Assisting in the preparation of plans for the program as requested by the Director of the camp.
- Participating in all daily camper activities and special events.
- Handling daily camper development to ensure safety, leadership, communication, and accountability.
- Conducting an educational and safe environment for all campers with regard to daily assignment.
- 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 the respective supervisor.
- Attending all required staff meetings.
- All other duties as assigned.

Qualifications:

- Knowledge of the theories of elementary and/or secondary education. Knowledge of the theories and philosophies of recreation and the ability to interpret and relate them to others.
- Experience in a field of study related to education
- Excellent interpersonal and written communication skills with the ability to interact effectively and responsibly with participants, parents, staff and supervisors.

Employment Parameters:

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