

## **Radnor Township Parks & Recreation Department** **Radnor Day Camp / Performing Arts 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.

### **Performing Arts & Creative Expression Coordinator – Radnor Day Camp**

Responsibilities of the Performing Arts Coordinator include, but are not limited to, the planning, programming, budgeting, and overall administration of the Performing Arts portion of Radnor Day Camp as it fits within the Radnor Summer Program objective. The Performing Arts Coordinator is also accountable for the management, supervision and evaluation of affiliated staff members when they report to the performing arts segment of Radnor Day Camp. The Performing Arts Coordinator is supervised by the Director and Assistant Director of camp and by the Radnor Township Recreation Department Staff. The Performing Arts Coordinator's performance will be monitored and evaluated for the duration of their employment.

### **Other duties include:**

- Developing, coordinating and executing all components of the Performing Arts program for Radnor Day Camp including: the creation of age-appropriate daily lesson plans and activities; the production of a camp performance and variety show for Radnor Day Camp participants, parents, and staff; facilitating the growth and development of expression and voice projection in campers, and coordinating the development of related activities for special events and camp theme weeks.
- Supervising the scheduling and procedures of the constructive and recreational performing arts activities, along with assisting the Radnor Day Camp Director and Assistant Director with the master weekly/daily schedule and operations associated with the Radnor Day Camp Program.
- Assisting in the planning of purchases of requested operating supplies (in cooperation with the Recreation Department Program Supervisor) in a cost-effective manner.
- Maintaining an inventory record of all equipment and related operating supplies for the sports and events games and activities.
- Including all Radnor Day Camp staff in the special events activities and games by coordinating staff roles within the respective activities.
- Effective enforcement and relating of all Radnor Day Camp policies and procedures.
- Providing information, in cooperation with incident witnesses and incident affiliates, for respective supervisors for completion of incident reports.
- 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.
- Acquiring and administering effective feedback and evaluation for and from all Radnor Day Camp staff, participants, parents, et. al. in anticipation of future growth and progress of the Radnor Day Camp Program.
- Attending all required staff meetings.
- All other duties as assigned.

**Qualifications:**

- Knowledge of the theories of a variety of aspects in performing arts and creative expression as they relate to elementary and/or early childhood education.
- Knowledge of the theories and philosophies of recreational performing arts and the ability to interpret and relate them to participants.
- Ability to formulate and administer an effective performing arts 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:**

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