

Radnor Township Parks & Recreation Department **Radnor Day Camp Staff / Sports and Games 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.

Sports & Games Coordinator

Responsibilities of the Sports & Games Coordinator include, but are not limited to, the planning, programming, budgeting, and overall administration of the sports and games portion of Radnor Day Camp as it fits within the Radnor Day Camp objective. The Sports & Games Coordinator is also accountable for the management, supervision and evaluation of affiliated staff members when they report to the Sports & Games segment of Radnor Day Camp. The Sports & Games Coordinator is supervised by the Director and Assistant Director of camp and by the Radnor Township Recreation Department Staff. The Sports & Games Coordinator'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.
- Developing, coordinating and executing all components of the Sports and Games program for Radnor Day Camp including: the creation of age-appropriate activities and group games; the sports and games development and logistics in relation to the Radnor Day Camp on-site location; the administration of safety procedures with regards to the sports and games activities; the coordination of sports and games activities with regard to respective supervisors – the Radnor Day Camp Director and Assistant Directors.
- Creating, planning, and leading new, stimulating games and activities on a weekly basis.
- Defining and planning of a weekly focus and/or theme for the sports and games activities.
- Supervising the scheduling and procedures of the constructive, recreational activities and services along with directing facility operations associated with the Radnor Day Camp Program – Gymnasium(s), fields and related facilities.
- Assisting in the purchases of program operating supplies (in cooperation with the Recreation Department Program Supervisor) in a cost-effective manner prior to the start of camp.
- Maintaining an inventory record of all equipment and related operating supplies for the sports and games programs and activities.
- Exercising proper and accurate judgement of weather in identifying inside versus outside location of activities.
- Including all Radnor Day Camp staff in the special events activities and games by coordinating staff roles within the respective activities.
- Communicating effectively and professionally with staff, campers and their families, and all related camp personnel with regard to all areas of camp operations.
- 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.
- 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.
- Fulfill camp-wide positions as needed at camp.
- Providing camp content, promotions, and conducting community outreach as assigned.
- Attending and/or conducting required staff meetings.
- All other duties as assigned.

Qualifications:

- Knowledge of the theories of a variety of aspects of administering effective programs, events and group games as they relate to, elementary, middle, and/or early childhood education.
- Knowledge of the theories and philosophies of sports and games and the ability to interpret and relate them to participants.
- Ability to formulate and administer effective sports and games 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:

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